New York City Department of Buildings

DOB NOW: Build

Plumbing, Sprinkler, and Standpipe Job Filings
Design Professional 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 April 17, 2017
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Introduction

**DOB NOW: Build** has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: Build** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals.

**DOB NOW: Build Manual Overview**

This user manual provides step-by-step instructions for Design Professionals to create and track job filing applications through **DOB NOW: Build**. The manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.
Accessing DOB NOW: Build

This section will guide you through how to access and navigate DOB NOW: Build. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

Access DOB NOW: Build

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: Build.

Navigate to the DOB NOW: Build login page by going to the following link: www.nyc.gov/dobnow

1. Enter the Email ID and Password created for the eFiling system, then click Login.

*Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.*

2. If there is an issue with your login, clicking on Can’t access your account? will bring up a message with an email address (dobnowsupport@buildings.nyc.gov) to contact for assistance.
Please Note: Without a confirmed eFiling account, you will be unable to login to DOB NOW: Build. If you don’t have an eFiling account you can register for one by clicking on the following link: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp

After logging in, navigate to DOB NOW: Build by clicking on the DOB NOW: Build icon.
**DOB NOW: Build Dashboard Orientation**

After logging in, the system will display the main dashboard. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take.

1. **NYC.gov Link**: Link to the NYC.gov homepage. Clicking here will take you out of DOB NOW: Build.
2. **Main Dashboard**: Displays Main Dashboard
3. **New Job Filing**: Create a new job filing.
4. **New Work Permit**: Create a new work permit.
5. **New AHV Permit**: Create a new after hour variance (AHV) permit.
6. **My Jobs**: Displays a list of all jobs that you created or are associated with.
7. **My Work Permits**: Displays all permits that are part of your existing jobs.
8. **My AHV Work Permits**: Displays all AHV permits that are part of your existing jobs.
9. **Job Filing Search**: Search all existing DOB NOW: Build jobs.
10. **List of grid columns**: My Jobs, My Work Permits, and My AHV Work Permits tabs each contain their own unique columns of information:
    a. You are able to sort the data in ascending or descending order, and also hide the column by clicking on the little arrow next to the column name.
    b. Search each field at the top of every column for specific values within that column.
11. **311 Link**: Link to the 311 homepage.

12. **Logged User**: Identifies the User Name and System Role associated with the user account.

13. **Sign Out**: Sign out of the DOB NOW: Build system.

14. **Refresh**: Refreshes the data to display the most recent information.

15. **Column Editor**: Pick which columns are displayed in the grid.

16. **Filing Action**: Select a filing action for the job filing.

17. **View**: Directs you to the job filing page.
DOB NOW: Build Dashboard Tabs

This section guides you through the actions that you can take from the My Jobs, My Work Permits, My AHV Work Permits, and Job Filing Search tabs.

My Jobs Tab

The default dashboard screen is the My Jobs tab. Under this tab the following information is displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated row. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.

2. **Filing Status:** A description of the job filing status is found here. Some examples include Permit Entire, Pre-Filing, Approved, and On Hold.

3. **Address:** Contains the relevant address for the associated filing

4. **Borough:** Contains the relevant borough for the associated filing

5. **Design Professional:** Names the designated design professional for the associated filing

6. **Owner:** Names the designated owner of the associated filing address

7. **Created Date:** The date on which the filing was created

8. **Modified Date:** The time and date on which the filing was last modified

9. **Payment Status:** A description of the payment status is found here. Some examples include Paid, Due, and Exempted.

10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

11. **View:** provides row sorting options such as Sort Ascending, Sort Descending, or Hide Column
My Jobs Filing Actions

Depending on the filing status of the job filings listed under the My Jobs tab, you can take the following actions from the dropdown button under the Filing Action column:

Please Note: Options available in dropdown menus will change depending on the status of your filing. Every Filing Action will not always be available. All Filing Actions will be described in later sections.

Possible actions include:

- Subsequent Filing
- Create Work Permit
- PAA
- Correction
My Work Permits Tab

This section describes the **My Work Permits** tab. Under this tab the following information is displayed:

1. **Job No. – Filing No.**: This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.

2. **Tracking No.**: Contains the tracking number for the associated work permit

3. **Work Permit No.**: Contains the job and filing identification number along with the permit number of the associated filing

4. **Sequence No.**: Contains the relevant sequence number of the associated work permit

5. **Work Permit Status**: A description of the work permit status is found here. Some examples include Signed Off, Pre-Filing, and QA Review.

6. **Address**: Contains the relevant address of the associated filing

7. **Permit Type**: The type of permit requested for the associated filing

8. **Created Date**: The time and date on which the permit was first filed

9. **Contractor**: Names the designated contractor for the associated filing

10. **Filing Action**: Actions which can be taken on the selected filing; see the related section below for more details

    Please Note: To access all columns, click the expand icon located left of the grid

11. **Modified Date**: The time and date on which the filing was last modified

12. **Withdrawal Request Status**: If a withdrawal has been requested, the status of that request will display here
My Work Permits Filing Actions

Design Professionals associated with the job filing will be able to view the permits in the My Work Permits tab. For permits listed under My Work Permits tab, you can take the following actions from the dropdown menu under the Filing Action column:

Please Note: All Filing Actions will be described in later sections.

Possible actions include:

- Create AHV
- Print Work Permit
- Renew Work Permit
My AHV Work Permits Tab

This section describes the My AHV Work Permits tab. Under this tab, information about After Hours Variance (AHV) permits are displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.

2. **AHV Permit No.:** Contains the permit number for the associated AHV work permit.

3. **Work Permit ID.:** Contains the borough identification letter along with the permit number of the associated filing.

4. **AHV Permit Status:** A description of the AHV permit status is found here. Some examples include Approved, Pre-Filing, and QA Review.

5. **Created Date:** The time and date on which the permit was first filed.

6. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details.
My AHV Work Permits Grid Filing Actions

Design Professionals associated with the job filing will be able to view the permits in the My AHV Work Permits tab. For permits listed under this tab, you can take the following actions from the dropdown button under the Filing Action column:

Please Note: Filing Actions in the My AHV Work Permits tab will only be available once the associated AHV work permit has been created in the My Work Permits tab. All Filing Actions will be described in later sections.

Possible actions include:

1. Print AHV Permit
2. Renew AHV Permit
Job Filing Search

The Job Filing Search tab is used to search for any jobs in DOB NOW: Build. You must enter the exact job number, with all 9 characters. After entering the job number, press Enter on your keyboard or the Search button as highlighted below:

![Job Filing Search](image)

The results will be listed in the grid as shown below:
To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

If the job filing number you entered cannot be found by the system, you will receive the message requesting an appropriate job number.
Create New Work Permit from Job Filing Search

To create a work permit request from the Job Filing Search tab, go to the Filing Action column and select Create Work Permit.

The following notification will appear after your selection.

Click on Yes and you will be directed to the Work Permit form.
View All Work Permits from Job Filing Search

To view all work permits for a filing from the Job Filing Search tab, click on Get Work Permits from the Filing Action column.

The following notification will appear after your selection. Click Yes to continue and view work permits.

If no permits are available for this Job Filing, a notification will display a message that no Work Permits were found for this Job Filing Number.
Otherwise, a new sub-grid will appear underneath the main grid displaying all permits for the job filing.

From the list of work permits you will be able to take the following actions by going to the Filing Action column:

1. **Create AHV**
2. **Print Work Permit**
3. **Renew Work Permit**
View AHV Permits from Job Filing Search

To view the AHV permits for a job filing on the Job Filing Search tab, select View AHV Permits from the Filing Action column.

The following notification will appear after your selection. Click Yes to confirm and continue to AHV permits, or click No to return to the previous screen.

A new sub-grid will appear underneath the main grid displaying all of the AHV permits for the job filing. From the Filing Action column you can select the following actions:

- Print AHV Permit
- Renew AHV Permit
Sorting and Displaying Columns

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

1. **Column Sort**: Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.

2. **Column Search**: Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the Borough column, only jobs in Queens will be displayed.

3. **Column Editor**: Pick which columns are displayed or hidden on the grid. (◆ indicates hidden, ✔ indicates displayed.)
Save Function

It is important that you **Save** your job filing any time you make changes, otherwise your changes will be lost.

If you’re creating a new filing you’ll need to complete the **Location Information**, **Applicant Information**, and **Job Description** sections in order to save it the first time. The following message will appear when you save successfully:

If you have not yet completed the required fields, you’ll receive the message below, which specifies what sections still need to be completed:
Enter a New Job Filing

This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ New Job Filing** button located in the upper right on the dashboard screen.

A Dialog Box with the following options will open:

- **New Work Only**: Select this option when submitting an application for new work only
- **Legalization Only**: Select this option when submitting an application for legalization only
- **Both**: Select this option when submitting an application for both new work and legalization

Select the type of job filing from the list and click on **Submit**. Clicking on **Cancel** will return you to the dashboard.

*Please note: If you need to change your selection, you will be able to do so once the form opens.*

There can only be one Design Professional, Filing Representative and Owner assigned per filing on the Portal. However, the Filing Representative and Contractor can be changed (only if permit has not been issued) through processing a Post Approval Amendment (PAA).

If a job filing has been submitted to DOB but NOT approved, it is possible to make a correction. Design Professionals can initiate, save corrections, and file it.
**Job Filing Screen**

**New Filing**

After starting a new job filing the **Job Filing** screen will appear. Once you begin adding details, additional forms may appear. You will only be able to save after completing Sections 1, 2, and 11 in the **Plans/Work (PW1)** form. A job number will be generated after saving the first time.

**In Progress Filing**

After you enter and save your filing information, the **Job Filing** screen will populate a job number, update the status of the filing, and new forms will be made visible based on information provided in the **PW1**.
Job Filing

On the Job Filing screen, you can check the status of the filing and view additional details. This section of the manual identifies key information on the Job Filing screen, divided into three main sections:

**Section I**: Progress ribbon showing steps taken towards completion

**Section II**: Navigation section with links to Dashboard, Payment History, Trace History, and Property Profile

**Section III**: Application Highlights and Fees
Section I

1. **Filing Progress**: The highlighted status indicates the current status of the job filing. A filing will always start with a status of **Pre-Filing**. The filing will be assigned a different status as it moves through the filing process.

2. **Save**: Save information that was entered.

3. **Preview to File**: Provides the summary of the job filing details, and requires the Design Professional to provide acknowledgment before it can be filed with DOB. Only the Design Professional will be able to click this button.

4. **Job #**: Job number of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved. The first letter represents the borough where the job is located.
   a. **M**: Manhattan
   b. **X**: Bronx
   c. **B**: Brooklyn
   d. **Q**: Queens
   e. **S**: Staten Island

5. **Filing #**: Specific filing # for the job selected. The first letter represents the filing type:
   a. **I**: Initial
   b. **P**: PAA
   c. **S**: Subsequent Filing

6. **Filing Forms**: Lists all of the forms that need to be completed for the job. The default form shown when opening a job filing will always be **Plans/Work (PW1)**.

7. **Form Sections**: Sections for each form you need to complete.
Section II

1. **Dashboard**: Returns you to the dashboard.
2. **View Filing**: Exports the job filing information entered into a PDF document. This feature is only available after filing the job with DOB.
3. **Payment History**: View past invoices and payments.
4. **Trace History**: View DOB actions taken on the filing (these will occur after the filing has been submitted to DOB).
5. **Property Profile**: View general information of the location associated with the job.

![Dashboard and Related Features]

Section III

1. **Application Highlights**: Summary information on the filing, status will update as you proceed.
2. **Fees**: Fee information associated with the filing.
3. **Pay Now**: Click to pay any fees associated with the filing. Clicking the **Pay Now** button will take you to a secure third-party payment screen.

![Application Highlights and Fees]

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*NYC Buildings*

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Initial Job Filing Submission

The sections below provide instructions for completing the forms that need to be submitted as part of an initial job filing. The list of forms includes:

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Supporting Documents
- EN2
- Work Permit (PW2)
- Statements & Signatures

Based on your specific filing type, you may not be required to complete each form.

Plans/Work (PW1)

The Plans/Work (PW1) is filed with DOB to begin the application process. It’s the first tab you see on the job filing page. The following sections of the user manual provide details on the PW1 with instructions on how to complete each section.

Save your job filing frequently to make sure no information is lost. The Save button is enabled after you have completed the following sections on the PW1 form:

- Section 1: Location Information
- Section 2: Applicant Information
- Section 11: Job Description

After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: Build dashboard.
Location Information
Enter the information in the following required fields:

1. House No.(s)
2. Street Name
3. Borough
4. Block
5. Lot
6. Apt./Condo No.(s) (Optional)
7. Work on Floor(s)

After the first time you save the filing, the **BIN, C.B. No.** (Community Board), and **Zip Code** number automatically updates based on the values you enter in the fields above.

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Applicant Information
Enter the information in the following required fields for the Design Professional that will be submitting the job. The greyed out fields will automatically fill once the email is entered.

1. E-mail
2. License Type
3. Business Name

*Please Note: The email address entered on this screen must match the email address associated with a confirmed eFiling account.*
Filing Representative
Enter the email of the Filing Representative associated with this job filing (optional, enter only if using a Filing Representative).

1. E-Mail
2. Business Name

The remaining fields will be auto-populated after the email has been entered.

Please Note: The email address entered on this screen must match the email address associated with a confirmed eFiling account.

Filing Review Type
Select an option from the Filing Review Type dropdown to identify the type of Filing review (Standard Plan Examination or a Professional Certification).
Work Types
On the Work Types screen, the **Filing Included** section will display the selections previously submitted when the New Job Filing was created. If you want to change this filing type you can select another option here.

The New Work section will display the work types available in DOB NOW: *Build*. You are required to check off all the work types that are part of your filing. If the filing includes new work and legalization, there will be separate work type checkboxes for each filing.

For **New Work Only**, select:

1. **Filing Included**: New Work Only
2. **New Work**: Select the new work types that apply

For **Legalization Only**, select:

1. **Filing Included**: Legalization Only
2. **Legalization Work**: Select the legalization work types that apply

For **Both** (New Work and Legalization), select:

1. **Filing Included**: Both (includes New Work and Legalization)
2. **New Work**: Select the new work types that apply
3. **Legalization Work**: Select the legalization work types that apply
When filing for Standpipe (SD), additional actions are required. Select all options that apply:

1. **Filing Included**: New Work Only and Both
2. **New Work**: Select Standpipe (SD) and any additional work types that apply
3. **New Standpipe Installation** or Repair to Existing Standpipe
4. **Standpipe Type**: Select the type of standpipe that applies
5. **Standpipe Class**: Select the standpipe class number that applies
## Additional Information

Enter the information in the following required fields:

1. **Building Type:** Select 1 Family, 2 Family, 3 Family, or Other from the dropdown menu

2. **Estimated New Work Costs ($):** Enter the estimated cost of the new work scope of work. Values entered must be numerical.

3. **Estimated Legalization Job Cost ($):** Enter the estimated cost of the legalization scope of work. Values entered must be numerical.

4. **Total New Work Construction Floor Area:** The estimated construction floor area of the new work scope of work, values must be numerical. Entering a value is not required for filing. If you only select **Standpipe** as the work type in section 6, the **Total New Work Construction Floor Area** field will disappear.

5. **Total Legalization Construction Floor Area:** The estimated construction floor area of the legalization scope of work. Values must be numerical. Entering a value is not required for filing.

6. **Is this job in conjunction with a NB job filed in BIS?:** If you are filing a plumbing or sprinkler job in conjunction with a New Building job, you must select **Yes** here, and enter the associated job number(s) as described in item 7 below.

7. **Related BIS Job Number:** Enter related BIS job numbers. Up to 5 job numbers can be entered. This field will only appear if you selected **Yes** for the previous item (6).

8. **Click Estimate Fees** to see an estimate of the fees due. The Total Fees in the Fees section will also display the fees due.
Additional Considerations, Limitations, or Restrictions
Check the boxes that apply to your job. Provide a Yes or No answer for each item listed as applicable.

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<th>CRFN(S) Restrictive Declaration/Easement*</th>
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<td>Review is requested under which building code?*</td>
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<td>Little “E” or RD Site*</td>
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<tr>
<td>Unmapped/CCO Street*</td>
</tr>
<tr>
<td>Requesting legalization of work where no work without a permit violations have been issued*</td>
</tr>
<tr>
<td>Work includes permanent removal of standpipe, sprinkler, or fire suppression related systems*</td>
</tr>
<tr>
<td>CRFN(S) Restrictive Declaration/Easement*</td>
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CRFN(S) Restrictive Declaration/Easement

For PL/SP/SD work types as a Design Professional, Filing Representative, and/or Owner, CRFN (S) Restrictive Declaration/Easement must be selected in section 9 by clicking Yes. This will also be visible on the screen for PL/SP filings.

Yes can be selected by a Design Professional (if executing a Professionally Certified filing), Filing Representative, Owner, or a Plan Examiner (after their completed review of the submitted filing).

If you selected Yes for the last item under section 9 (CRFN(S) Restrictive Declaration/Easement), four CRFN number and two additional detail fields will appear:
Enter up to four **Restrictive Declaration/Easement** numbers. The numbers must be in the format of CRFN with 13 digits (e.g. 1111111111111).

For each number entered, **Restrictive Declaration/Easement** items will be listed in the **Documents** tab of the **Job Filing**. See the **Documents** section of the user manual for more information regarding document actions.
If **Yes** is selected for **CRFN(S) Restrictive Declaration/Easement**, two additional required fields will appear. Select **Yes** or **No**.

1. **Filing to Address Violations**: Selecting **Yes** will display a textbox for entering any/all violation numbers and/or ECB numbers the user wishes to address. Clicking **Validate** will check the legitimacy of any entered ECB numbers.

2. **Complying to Local Laws**: Selecting **Yes** will display a textbox for entering any/all Local Laws relevant to the filing.

*Please Note: Multiple numbers entered in the textboxes must be separated by a semi-colon “;”.*
Search Error

If there is an issue with the ECB Violation number, an error message will list all invalid ECB Violation number(s).

If the violation numbers entered into the text box have not been validated before the Design Professional clicks on the File button, the following error message will display. The Design Professional is the only participant permitted to click File.
NYCECC Compliance
Select the NYCECC Compliance statement that applies to the filing. Select either the first or second statement.

If the first NYCECC Compliance statement is selected, a Code Compliance Path and an Energy Analysis dropdown menu will appear. Select an option from the dropdown menu as it applies to your job.

If the second NYCECC Compliance statement is selected, a dropdown menu will appear. Select an option from the dropdown menu as it applies to your job.
Job Description
Complete the Job Description section. If filing New Work and Legalization, then there will be two Job Description sections to enter the appropriate description.

11. Job Description*

Job Description for New Work:

Job Description for Legalization:

Building Characteristics
Enter the information in the following required fields:

1. Select an option for Mixed Use Building Type (either Yes or No) to classify the building type.

2. Enter the existing and proposed Building Height, Building Stories, and Building Dwelling Units data in the appropriate fields. You will only be able to enter a numeric value.
**Seismic Design Cat.**

Enter the information in the following required fields. Select **Yes** or **No** as to whether the **Seismic Design Category** is **Existing** or **Proposed**.

<table>
<thead>
<tr>
<th>13b. Seismic Design Cat.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td><strong>Proposed</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**13c.**

From the dropdown menus, select the correct information associated with the following classifications:

1. **Occupancy Classification**
2. **Construction Classification**
3. **Multiple Dwelling Classification**
Fire Protection Equipment
Select Yes or No for the existing and proposed Fire Alarm, Fire Suppression, Sprinkler, and Standpipe equipment.

<table>
<thead>
<tr>
<th>18. Fire Protection Equipment*</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Suppression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standpipe</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Site Characteristics
Select an option for the following required fields:
Select Yes or No for Tidal Wetlands, Coastal Erosion Hazard Area, Fire District, Freshwater Wetlands, and Urban Renewal.

<table>
<thead>
<tr>
<th>20. Site Characteristics</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tidal Wetlands*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Coastal Erosion Hazard Area*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fire District*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Freshwater Wetlands*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Urban Renewal*</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
**Flood Hazard Area Information**
Select **Yes** or **No** for flood information.

If **Yes** is selected, additional sections will appear regarding the flood work required.

---

**Asbestos Abatement Compliance**
Select the first, second, or third statement as it applies to your job.

If you selected the second statement, the **DEP ACP-5 Control No.** field will appear and you’ll be required to enter the DEP ACP-5 Control number.

---

**Comments**
Add general comments about the job filing. If the comment refers to a specific section on the form, indicate which section or question you are referencing.

Click Save after entering all details.
Scope of Work

The Scope of Work form needs to include all planned work that is part of the job filing. The steps below describe how to complete each section of the Scope of Work form.

Please Note: The Work Type cannot be selected in the Scope of Work screens. What is shown in the Scope of Work screens is based on the previous work type selection in Section 6 of PW1 form. To change this information, it must be changed on the PW1 first.

Add Scope of Work Items

1. **New Work Only**: If the job involves only new work, click on +Add to add items to the scope of work.
2. **Legalization Only**: If the job involves only legalization, click on +Add to add items to the scope of work.

Please Note: If the job involves both new work and legalization work, there will be two grids. Click on +Add to add items to the scope of work respectively for New Work and Legalization.
A new window will open.

Select the applicable option from the **Category** dropdown menu. The list of categories available for selection is based on the work type selected on the PW1.

After selecting a **Category** option, a **Scope Includes** dropdown menu will appear. The list of available options is based on your previous selection of the **Category**.
Additional information will be needed for the selected scope of work. The information will vary depending on the selected **Category** and **Scope Includes** options.

Below are two **Scope of Work Detail** sample entries that demonstrate how the possible options for each field are dependent on previous selections.

**Sample # 1**

![Scope of Work Detail Sample # 1](image)

**Sample # 2**

![Scope of Work Detail Sample # 2](image)

After completing all fields, click on **Add Scope of Work**. If you want to cancel the item, click on **Cancel**.
The item will now appear on the grid. Click +Add again to add additional scope of work items and repeat the steps described above. Click Save after entering the Scope of Work items.

**Edit or Delete Items**

To edit or delete an added work type, click the Edit button or the Delete button, follow the instructions below, and then Save all changes.
If Edit is selected, a Scope of Work Detail window will appear, which provides the option to change the work type. After finishing the edits, click on Add Scope of Work to update it.

If Delete is selected, a confirmation window will appear. Click Yes to confirm or click No to return to the previous screen. When confirmed, the selected item will be removed from the list.

Cost Affidavit (PW3)

The Cost Affidavit (PW3) form must be submitted for all applications where fees are assessed based upon construction costs.
Please Note: What is shown in the **Cost Affidavit** screens is based on your work type selection in Section 6 of the PW1 form. If you need to change this information, you must change it on the PW1 first.

**Reason for Filing**

Displays the reason for filing – defaults to **Initial Filing** for new work and will update automatically based on the filing action taken.

**Cost Details**

In the **Cost Details** screen you can add unit costs for each category of work. This section identifies key information in the Cost Details screen.

1. **Work Type**: Indicates the work type; if both New Work and Legalization work is planned under this Job, the details of each type of work will be displayed in separate sections.
2. **Category of Work**: Displays the categories selected in the PW1 section.
3. **+Add**: Click to add a new cost item.
4. **List of Items**: Any entered items are displayed in this section, with the description of work, units, unit costs and total cost.
5. **Delete**: Click to delete the cost item.
6. **Total Cost Information**: Totals for the total cost of all items, listed by work category.

**Add Cost Item**

Click on the **+Add** button.
A new Cost Details window will open, complete the following fields:

1. **Category of Work**: Select the category of work.
2. **Area/Units**: Enter either the area or number of units based on the selected work type. The area option refers to square feet. The units option refers to the number of item (e.g., sprinkler heads) to complete the work.
3. **Unit Cost ($)**: Enter the price associated with the area/units.
4. **Total Cost ($)**: Total cost as calculated using the area/units and unit cost entered in the previous fields.
5. **Description of Work**: Briefly describe the work that will be done for this item.
Click on **Save** after completing all fields.

The new item will now be added to the work list, and the new **Total Job Cost** will be calculated.
Edit or Delete Items

Once the cost details for a work type have been added you have the ability to edit or delete it. To do so, click on the Edit or Delete buttons on the right side of the grid.

If Edit is selected, a Cost Details window will open, which provides the option to change the cost details. After finishing the edits, click on Save to update, or click Cancel to return to the previous screen.
If **Delete** is selected, a confirmation window will appear. Click **Yes** to confirm or click **No** to return to the previous screen. When confirmed, the selected item will be removed from the list.

![Confirmation Window]

After editing or deleting an item, click **Save** on the job filing screen to keep all changes.
Technical Report (TR1)

The Technical Report (TR1) needs to be completed to show compliance for all inspections/tests required for the related job, in accordance with the New York City Construction Codes. Certain sections can only be completed by the Special Inspector or the Progress Inspector associated with the filing; these sections will be indicated in the instructions below.

Applicant Information

Select the correct Applicant Information(s).

- **Design Professional**: Auto-selected based on the email address associated with the Design Professional in the Applicant Information on the PW1 form. If the user is not signed-in as the Design Professional listed on the PW1, the box remains empty and cannot be selected.

- **Special Inspector**: The user may select this box if they are the Special Inspector for the job filing.

- **Progress Inspector**: The user may select this box if they are the Progress Inspector for the job filing.

### 2. Applicant Information

<table>
<thead>
<tr>
<th>Applicant Type:</th>
<th>Are you a Design Professional?</th>
<th>Are you a Special Inspector?</th>
<th>Are you a Progress Inspector?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Special Inspection Categories for New Work/Legalization

If you are not the Special Inspector, you will only be able to add a requirement. The Special Inspector is then required to log into DOB NOW: Build to complete certain fields in this section.

Please Note: New Work and Legalization will be displayed in separate sections and grids, as 3a. and 3b., respectively.

1. **+Add**: Click to add new special inspection categories.
2. **Special Inspection Category Requirement**: Displays the list of previously entered Special inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Special Inspector can make edits.
4. **Delete**: Click to delete an existing requirement. If a Special Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload**: Used to upload the seal and signature of the Special Inspector. Only the Special Inspector can click it.

Add Special Inspection Category

To add a new special inspection category, click on the **+Add** button, located in the top left corner of the table.
Instructions for non-Special Inspectors
Clicking on +Add will make the following form open:

1. Click on the Add Requirement dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the Check all or Uncheck all buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Special Inspector’s email address here.
6. Click Save to keep new requirements, click Cancel to reject them.
The newly added **Requirements** will now be transferred to Section 3 of the **TR1** form, where the Special Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.
Instructions for Special Inspectors

If you are the Special Inspector, clicking on +Add will make the following form open:

1. Click on the Add Requirement dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the Check all or Uncheck all buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Special Inspector’s email address here.
6. Click the correct License Type from the dropdown menu.
7. The corresponding License Number will automatically appear once a License Type is clicked.
8. Type the corresponding **Agency Number**. The system will notify the Special Inspector if the Agency Number is valid.

9. Check the box to agree to **Take Responsibility for the Identifying Requirements**.

10. The Special Inspector’s name and current date will automatically appear once the box is checked.

11. Check both boxes to agree to the **Inspection Applicant’s Identification of Responsibilities**.

12. The Special Inspector’s name and current date automatically appear once the boxes are checked.

13. Click **Save** to keep new requirements, click **Cancel** to reject them.
Progress Inspection Categories for New Work/Legalization

Add progress inspection categories for the job filing. If you are not the Progress Inspector, you will only be able to add a requirement and then the Progress Inspector will need to log into DOB NOW: Build to complete certain fields in this section.

*Please Note: New Work and Legalization will be displayed in separate sections and grids, as 4a. and 4b., respectively.*

1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete**: Click to delete an existing requirement. If a Progress Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload**: Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

Add Progress Inspection Category

To add a new progress inspection category, click on the **+Add** button and follow the instructions below.
Instructions for Non-Progress Inspectors
Clicking on +Add will make the following form open:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant’s email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.
The newly added **Requirements** will now be transferred to Section 4 of the **TR1** form, where the Progress Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.
Instructions for Progress Inspectors

Clicking on **Add** will make the following form open:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant’s email address here.
6. Click the correct **License Type** from the dropdown menu.
7. The corresponding **License Number** will automatically appear once a License Type is clicked.
8. Check the box to agree to **Take Responsibility for the Identifying Requirements**.

9. The Progress Inspector’s name and current date will automatically appear once the box is checked.

10. Check both boxes to agree to the **Inspection Applicant’s Identification of Responsibilities**.

11. The Progress Inspector’s name and current date automatically appear once the boxes are checked.

12. Click **Save** to keep new requirements, click **Cancel** to reject them.
Certification of Completion

Once a permit is issued, the Special and Progress Inspectors are required to login to DOBNow: Build and certify their work is complete. The certification process is found under the Technical Report (TR1) tab.

1. Select the correct Applicant Information(s): Special Inspector or Progress Inspector.
2. Find the requirement needing certification under the corresponding Special Inspector Category or Progress Inspector Category.
3. Click Edit on the corresponding requirement to enter the certification screen.

4. Click the correct Requirement from the dropdown menu.
5. The corresponding code will automatically appear once the requirement is clicked.
6. Type the Special/Progress Inspector’s email.
7. Click the correct License Type from the dropdown menu.
8. The corresponding License Number will automatically appear once the license type is clicked.
9. Type the correct **Agency Number**. The system will notify the Special/Progress Inspector if the Agency Number is valid.

10. Check the box to agree to **Take Responsibility for the Identifying Requirements**. The Special/Progress Inspector’s name and current date will automatically appear once the box is checked.

11. Check the box to **Certify Complete Inspection/Tests**. The Special/Progress Inspector’s name and current date will automatically appear once the box is checked.

12. Check both boxes to agree to the **Inspection Applicant’s Identification of Responsibilities**.

13. The Special/Progress Inspector’s name and current date will automatically appear once both boxes are checked.

14. Check the box to confirm certification is complete and comply with all regulations.

15. The Special/Progress Inspector’s name and current date will automatically appear once the box is checked.

16. Click **Save** to keep new requirements, click **Cancel** to reject them.

---

### 7. Inspection Applicant’s Identification of Responsibilities

12. I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Sections 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-2111.2 of the Administrative Code.

13. 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 Inspection Applicant’s Identification of Responsibilities terms of this application. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

For the special inspections indicated in Section 3 of this application, I certify that I am the principal/employer of the special inspection agency accepting responsibility for conducting the inspections. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with special inspections as well as §14 RCNY 103.06 Rules, which specifies the qualifications required for each inspection and that this agency meets these qualifications for each and every special inspection for which I take the responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rules. I am aware of the additional sanctions imposed on false filings by §28-2111.2 of the Administrative Code.

14. All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.

15. 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 of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.
Technical Report Energy (TR8)
The TR8 form will only appear as part of the filing if you selected NYCECC or ASHRAE as a choice for the Code Compliance Path in Section 10 of the PW1 form. This section guides you through how to complete the TR8 form.

Applicant Information
Select the correct Applicant Information(s).

- **Design Professional**: Auto-checked based on the email address associated with the Design Professional in the Applicant Information on the PW1 form. If the user is not signed-in as the Design Professional listed on the PW1, the box remains empty and cannot be selected.
- **Progress Inspector**: The user may check this box if they are the Progress Inspector for the job filing.

### 2. Applicant Information

Applicant Type:

- Are you a Design Professional?
- Are you a Progress Inspector?

Energy Code Progress Inspection for New Work/Legalization
Add progress inspection categories for the job filing. Only the Progress Inspector will be able to complete this section.

*Please Note: New Work and Legalization will be displayed in separate sections and grids*

1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress Inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete**: Click to delete an existing requirement. If you are not the Progress Inspector you will only be able to delete requirements you created.
5. **Seal and Signature Upload**: Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

### 3. Energy Code Progress Inspection For New Work

Add Energy Code Progress Inspection Category
To add a new energy code inspection category click on the **Add** button and follow the instructions below.

**Instructions for Non-Progress Inspectors**

Clicking on **Add** will open the following form:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant’s email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.
The newly added **Requirements** will now be transferred to Section 3 of the **TR8** form, where the Progress Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.
Instructions for Progress Inspector

If you are the Progress Inspector, clicking on +Add will make the following form open:

1. Click on the Add Requirement dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the Check all or Uncheck all buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant’s email address here.
6. Click the correct License Type from the dropdown menu.
7. The corresponding License Number will automatically appear once a License Type is clicked.
8. Check the box to agree to Take Responsibility for the Identifying Requirements. The Progress Inspector’s name and current date will automatically appear once the box is checked.
9. Check both boxes to agree to the Inspection Applicant’s Identification of Responsibilities.
10. The Progress Inspector’s name and current date automatically appear once the boxes are checked.
11. Click Save to keep new requirements, click Cancel to reject them.
Certification of Completion

Once a permit is issued, the Progress Inspector is required to login to DOB NOW: Build and certify their work is complete. The certification process is found under the Technical Report (TR8) tab.

1. Select the correct Applicant Information(s): Progress Inspector.
2. Find the requirement needing certification under Energy Code Inspection For New Work. Click Edit on the corresponding requirement to enter the certification screen.

3. Click the correct Requirement from the dropdown menu.
4. The corresponding code will automatically appear once the requirement is clicked.
5. Type the Progress Inspector’s email.
6. Click the correct License Type from the dropdown menu.
7. The corresponding License Number will automatically appear once the license type is clicked.
8. Type the correct **Agency Number**. The system will notify the Progress Inspector if the Agency Number is valid.

9. Check the box to agree to **Take Responsibility for the Identifying Requirements**. The Progress Inspector’s name and current date will automatically appear once the box is checked.

10. Check the box to **Certify Complete Inspection/Tests**. The Progress Inspector’s name and current date will automatically appear once the box is checked.

11. Check both boxes to agree to the **Inspection Applicant’s Identification of Responsibilities**. The Progress Inspector’s name and current date will automatically appear once both boxes are checked.

12. Select the option that best confirms the certification process in compliance with regulations.

13. Check the box to agree to electronically sign the Certificate of Completion.

14. The Progress Inspector’s name and current date will automatically appear once the box is checked.

15. Click **Save** to keep new requirements, click **Cancel** to reject them.

---

<table>
<thead>
<tr>
<th>8</th>
<th><strong>Take the Responsibility of Identifying Requirements</strong></th>
<th>Name (Print)</th>
<th>Date For Identification of Responsibility</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th><strong>Certify Complete Inspections/Tests</strong></th>
<th>Name (Print)</th>
<th>Date For Certify Complete Inspections</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th><strong>Inspection Applicant’s Identification of Responsibilities</strong></th>
</tr>
</thead>
</table>

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 Inspection Applicant’s Identification of Responsibilities terms of this application. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.2

For the progress inspector indicated above in section 3 of this application and identified by me for responsibility, I certify that I am the principal/director of the progress inspection agency accepting responsibility for completing the inspections as identified in section 3B. I further certify that I have read the applicable sections of the New York City Construction Codes and I.R.U. 5000-R, in connection with progress inspections as well as 1. RCNY 101-07, which specifies the qualifications required for each progress inspector and that this agency meets those qualifications for each and every progress inspection for which I've taken responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rules. I am aware of the additional sanctions imposed on false filings by 828-211.1.2 of the Administrative Code.

<table>
<thead>
<tr>
<th>11</th>
<th><strong>Inspection Applicant’s Certification of Completion</strong></th>
</tr>
</thead>
</table>

- Have completed the items specified herein and certify the following:
- All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.
- I am aware of the additional sanctions imposed on false filings by 828-211.1.2 of the Administrative Code.

<table>
<thead>
<tr>
<th>12</th>
<th><strong>Inspection Applicant’s Certification of Completion</strong></th>
</tr>
</thead>
</table>

- 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 of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

<table>
<thead>
<tr>
<th>13</th>
<th><strong>Inspection Applicant’s Certification of Completion</strong></th>
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<table>
<thead>
<tr>
<th>14</th>
<th><strong>Inspection Applicant’s Certification of Completion</strong></th>
</tr>
</thead>
</table>

- 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 of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

**NYC Buildings**

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Documents

This section displays a list of required documents that need to be uploaded. This list will change based on the content of each specific job filing. The Documents section contains two tabs for documents: Additional Supporting Documents and Required Documents. The Required Documents tab is expanded by default.

Please Note: If you believe Required Documents are listed that are not required, please contact DOB at dobnowsupport@buildings.nyc.gov for further assistance.
Required Documents Tab

1. **Created On:** Indicates the date the document was created.

2. **Document Name:** Lists the document name.

3. **Document Status:** Specifies the status of the required document. Possible statuses are: *Required, Pending, Submitted, and Accepted.*

4. **Prior To:** Specifies the filing status prior to submitting documents to DOB and helps guide which documents are still needed. Possible statuses are: *Approval, Permit Issued, and Sign Off.*
   
   a. It is necessary to upload all documents that have an *Approval* status.
   
   b. If filing a Professional Certification that includes a PW2, it is necessary to upload all documents that have a *Permit Issued* status.

5. **Upload:** Allows you to upload the document by clicking on the button. If the button is greyed out you will be unable to upload that document.

<table>
<thead>
<tr>
<th>Created On</th>
<th>Document Name</th>
<th>Document Status</th>
<th>Prior To</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-04-13</td>
<td>DESIGN PROFESSIONAL SEAL &amp; SIGNATURE</td>
<td>Pending</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>2017-04-13</td>
<td>PLANS</td>
<td>Pending</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>2017-04-13</td>
<td>SUPPORTING DOCUMENT: FEE EXEMPT STATUS</td>
<td>Required</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>2017-04-13</td>
<td>ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)</td>
<td>Pending</td>
<td>Permit Issuance</td>
<td></td>
</tr>
<tr>
<td>2017-04-13</td>
<td>COST AFFIDAVIT (FINAL): PW3 S28</td>
<td>Required</td>
<td>Sign Off</td>
<td></td>
</tr>
</tbody>
</table>
Uploading Documents for Required Documents

To upload a document, click on the Upload button in the Required Documents table.

A sub-window opens as shown below. Click on Browse to locate the document. Click Cancel to return to the previous screen.

A new file browser window will open to locate the file. After locating the document, select it and click Open. Click Cancel to return to the previous screen.

Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.
The document name will appear in the Document Uploader window. Click on Upload to submit the selected document. Click Cancel to return to the previous screen.

Status for that document will change to Pending. Once this document has been reviewed and accepted by the Plan Examiner, Prof Cert QA Clerk, or QA Clerk, the document status will be updated to Accepted.

To obtain a copy of the required Design Professional/Licensee Seal and Signature Form (DPL-1) document click on the following link: http://www1.nyc.gov/assets/buildings/pdf/dpl1.pdf
Additional Supporting Documents Tab

To submit additional supporting document which are not required, click on the **Additional Supporting Documents** tab on underneath the progress ribbon. The tab will expand and display the following table:

1. **Created On:** The date the document when the document submission was created
2. **Document Name:** Provides the document name.
3. **Document Status:** Specifies the status of the required document. Possible values are: Required, Pending, Submitted and Accepted.
4. **Prior To:** Specifies the filing status prior to which the document should be submitted to DOB in order to satisfy the filing requirement at that stage of the process. Possible statuses are: Approval, Permit Issued and Sign Off.
5. **Upload:** Click to overwrite and replace a previously uploaded document.
6. **Delete:** Click to delete document.
7. **Add New Document:** Click to add new supporting documents.
Uploading Documents for Additional Supporting Documents

To upload supporting documents, click on the Add New Document button.

<table>
<thead>
<tr>
<th>Created On</th>
<th>Document Name</th>
<th>Document Status</th>
<th>Prior To</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-10-06</td>
<td>PLANS</td>
<td>Submitted</td>
<td>Approval</td>
<td></td>
</tr>
</tbody>
</table>

The Document Uploader window will appear.

In the Select Document field, start typing in the name of the document you want to upload.
Only documents listed in the table to the right can be selected.

After entering several letters, the application will bring up suggestions for documents to select.

Select the document you want to upload. After selecting the document, click **Choose File** to locate the document.
A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*

The **Document** will now appear in the **File name** field.
Click on **Upload**.

If the document was uploaded successfully it will be indicated on the screen.
Click on OK to close the Document Uploader sub-window and return to Additional Supporting Documents.

The uploaded document will appear under Additional Supporting Documents.

If you need to upload another document, click on Add New Document and repeat the process.
EN2

The EN2 tab will appear once the status for the filing enters Permit Entire. The Progress Inspector(s) must certify that the as-built values for energy in the building match the values in the last-approved Energy Analysis.

The Design Professional may add items to the Energy Analysis grid on the EN2 and the Progress Inspector, if different from the Design Professional, will need to login to provide acknowledgment.

As Built Energy Analysis for New Work/Legalization

1. **+Add**: Click to add a filing.
2. **Filing Included**: Displays previously entered Energy Analysis information.
3. **Edit**: Click to edit information previously entered.
4. **Delete**: Click to delete item from the list.
5. **Seal and Signature Upload**: Click to upload seal and signature (required).
6. The EN2 tab will appear once the status for the filing enters Permit Entire.
Add Energy Analysis Item

1. To add an Energy Analysis Item, click on +Add. This will open an EN2 submission window.

2. Filing Included: Select New Work Only or Legalization Only.

3. Progress Inspector Email: Type the Progress Inspector’s email. The Progress Inspector identified here is the only one who can certify the statements in this form.

4. License Type: Select from the correct License Type associated with the Progress Inspector.

5. As Built Information: Select the correct option.

6. Progress Inspector’s Statements: Check the box to agree with the written text.

7. Name/Date: The Progress Inspector’s name and current date will automatically appear the box is checked.

8. Add/Cancel: After entering all information, click Add to add the filing. The filing will appear in the EN2 tab. Click Cancel to return to the previous screen.
Work Permit (PW2)

The Work Permit (PW2) is filed with DOB to obtain a work permit. Navigate to the PW2 from the job filing page. Each Contractor associated with a job filing can pull their respective permits from DOB NOW: Build. As the Design Professional, you are only able to fill out the PW2 form and save it. Only the designated Contractor is allowed to file the PW2.

The following sections of the user manual provide instructions on how to complete the PW2.

Work Permit

Navigating to the Work Permit (PW2) tab in the progress ribbon will open the following table:

1. **+Add**: Click here to add a permit filing.
2. **Tracking No.**: The tracking number of the work permit filing.
3. **Work Permit No.**: Once the filing is approved, a work permit number will be issued.
4. **Work Permit Status**: The status of the current application/permit.
5. **House No.**: The number of the house for which the filing is being made.
6. **Permit Type**: The type of permit being requested.
7. **Permit Issued Date**: Displays previously entered permit information and the permit status.
8. **Delete**: Click here to delete a permit.
Add a Permit Filing
Click on +Add, as seen in the previous diagram, to open the Work Permit form.

A new Work Permit window will open. Enter the required fields:

1. **Reason for Filing**: Auto-populated field that indicates the reason for filing (Initial Filing or No Work Permit).

2. **Expected Start Date**: Enter the expected start date for the work.
   a. Click on the calendar icon to select a date from the dropdown.

3. **Work on Floor(s)**: Enter floor on which work will be done.

4. **Type of Permit**: Select a permit type.

5. **Job Description**: Auto-populated field based on the information entered on the PW1 that provides a description of the job.

6. **E-Mail**: Enter the permit applicant’s email address.
7. **License Type:** Select the applicant’s license type from the dropdown menu.

8. **Business Lookup:** Select the business name of the Contractor from the dropdown menu. If there is more than one business listed for a Contractor, select the appropriate option. If the insurance has expired for the business selected, an error message will be displayed when you try to save the permit.

9. **Tax Payer ID:** Enter the tax ID of the applicant, optional.

10. **Filing Representative:** If the filing representative is different than the applicant specified in the previous section, *Applicant Information*, select Yes.
11. **Adjacent Property Insurance**: Indicate if adjacent property insurance is required (Yes/No).

12. **Statement Agreement**: Check off box to indicate agreement with the statements. Only the designated Contractor can check the box.

13. **Applicant Name**: Auto-filled with the applicant’s name when the statement agreement is checked.

14. **Date**: Auto-filled with the date when the statement agreement is checked.

15. **Save**: Saves the information entered but does not file.

16. **File**: Sends the permit filing to DOB. Only the designated Contractor can file to DOB.

17. **Cancel**: Cancels the permit filing without saving.
Print Permit (Using My Work Permits Tab)

All permits submitted to DOB can be viewed from the Dashboard by going to the My Work Permits tab.

The status of a permit filing is displayed in the Work Permit Status column. Permits issued will also have a Work Permit No. listed. You will be able to print permits after DOB approval, as indicated by a Permit Issued status.

Click on the Select Action dropdown menu and select Print Work Permit.
Click **Yes** on the confirmation window. To proceed with printing the work permit.

The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please Note: Be sure to change your print preferences to print **Landscape** orientation.*
Print Permit (Using Job Filing Search Tab)
You can search for the job from the Job Filing Search tab on the Dashboard.

After performing a search, in the results go to the Filing Action column. Click on Get Work Permits option from the Select Action dropdown menu.

A new grid will appear with a list of permits. Proceed to the Filing Action column and select Print Work Permit.

Choose Yes on the confirmation window.
The permit will open in a new web browser tab. Print the permit using the print function (Ctrl+P) in the Internet Explorer web browser. You can also click on the Print To PDF button underneath the permit to export the permit to a PDF document and print it.

Please note: be sure to change your print preferences to print Landscape orientation.
Statements and Signatures

The Statements and Signatures section contains the complete list of statements from the forms that are part of the job filing process. It is the responsibility of the Owner and Design Professional for providing acknowledgment of these statements.

Design Professional’s Legal Content Acknowledgment

This Statements and Signatures section contains the legal statements for the following forms (vary by application): Plans/Work (PW1), Cost Affidavit (PW3), Technical Report (TR1), and Technical Report Energy (TR8)

1. For Technical Report Energy (TR8) only: Select which option applies to the application.
2. After reviewing the statements, check the box to indicate agreement.
3. The Design Professional’s name and current date automatically appear once the box is checked.
Owner’s Legal Content Acknowledgment

It is the responsibility of the Owner for providing acknowledgment of these statements. This Statements and Signatures section contains the Owner’s legal statements for the following forms:

- Plans/Work (PW1)
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
Plan Work (PW1) – Section 26

The Design Professional will be able to provide limited information on Section 26 of the PW1 form. The Owner is responsible for confirming the information and providing acknowledgment of the statements.

Provide a Yes or No answer to each of the following statements as it applies to the job filing:

---

**Plans/Work (PW1) – Section 26. Property Owner’s Statements**

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1. I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes.

- [ ] Yes
- [ ] No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity.

- [ ] Yes
- [ ] No

Owner’s Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.

- [ ] Yes
- [ ] No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 25 of the New York City Administrative Code. If yes, select one of the following:

- [ ] Yes
- [ ] No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner’s intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

- [ ] Yes
- [ ] No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such filing/application.

- [ ] Yes
- [ ] No

The Design Professional or Filing Representative associated with the job may enter the following information:
1. **Owner Type**: Select the type of owner from the dropdown menu.

2. **Deed Holder**: Select whether or not the holder of the property deed is a non-profit organization.

3. **E-mail Address**: The primary e-mail address of the property owner (the dark grey sections will automatically fill-in once the e-mail is entered).

4. **Relationship to Owner**: The Design Professional or Filing Representative’s relationship to the owner of the property.

5. **Business Name/Agency Name**: The business or agency name of the owner.

6. **Telephone Number**: The primary telephone number of the Owner.

7. At the bottom of the page, click **Save**. The Owner must sign in to complete **Section 26** of the **PW1** form.
Filing a Job/Preview to File

When you are ready to submit your job filing to DOB:

Click the **Preview to File** button found at the top of any section and the bottom of the **Statements and Signatures** section.

**Top of Statements and Signatures:**

**Bottom of Statements and Signatures:**

![Diagram showing the process of filing a job](image-url)
After clicking the **Preview to File**, a summary screen window will appear. This will allow you to review all of the information that has been entered on all of the forms, starting with the Plan Work (**PW1**) form.

Click **Next** to proceed to the next section(s). If you need to make any changes, click **Return to Filing View** to return to the job filing screen.

Click **Prev** or **Next** to navigate between sections.
On the last page of the summary screen, check the box to confirm and acknowledge the accuracy of the application being submitted. Once checked, the Design Professional’s name and current date will automatically appear.

Click **File** once the box is checked to submit the final application.
View Filing/ Payment History/ Trace History/ Property Profile

The following actions can be accessed from the job filing screen:

**View Filing**

*View Filing* button will provide a PDF export of the job filing details. This will enable you to see all the information you entered on one printable page. The information is grouped by form.

Click on the *View Filing* button.

The job filing details will be exported to a PDF document. It will contain a summary of all the forms you have completed for the filing.

The screenshot below is a sample of how the PDF will look when you click *Preview Filing*:
**Payment History**

To view payment history click on **Payment History** button on job filing screen.

A new window will open with payment history details for that filing.

1) **Invoice Number**: Unique invoice number generated for a payment.
2) **Merchant Amount**: Amount paid to the merchant.
3) **Convenience Fee Amount**: Convenience fee if there is one associated with payment.
4) **Total Amount**: Total amount paid.
5) **Fee Type**: Indicates fee type.
6) **Transaction Date**: Date of the transaction.
Trace History
Click on the **Trace History** button on the job filing screen to view all actions taken on a job filing.

A new window will open showing actions taken for the job filing.

```
<table>
<thead>
<tr>
<th>Created On</th>
<th>Action</th>
<th>Current Filing Status</th>
<th>Person</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-04-12</td>
<td>Complete: Yes Assigned to: BUILD005 Plan Examiner</td>
<td>Pending Plan Examiner Assignment</td>
<td>Chief Plan Examiner / ACP Team</td>
<td></td>
</tr>
<tr>
<td>2016-04-12</td>
<td>Approved: Approved</td>
<td>Plan Examiner Review in Process</td>
<td>BUILD005 Plan Examiner</td>
<td></td>
</tr>
</tbody>
</table>
```

Property Profile
To view the property profile, click on the **Property Profile** button on the job filing screen.

A new window will open with additional details on the property.

```
<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIN No.</td>
</tr>
<tr>
<td>House No.</td>
</tr>
<tr>
<td>Borough</td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Health Area</td>
</tr>
<tr>
<td>Census Tract</td>
</tr>
</tbody>
</table>
```

---

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Making Payments

In order to submit a job filing, you must pay the required fees associated with the filing. Fees are calculated after completing Section 8 on the PW1 form. Before submitting a payment the PW3 must also be completed. Estimated Job Cost on the PW1 needs to equal the Total Job Cost on the PW3. If these are not equal a message will be displayed.

Please note that you must remove your pop-up blocker in order to proceed with making a payment.

From the Dashboard under the My Jobs tab, double-click the filing to be paid. This will open the job filing screen. Click on the Pay Now button in the Fees section.

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Work Filing Fee</td>
<td>$130.00</td>
</tr>
<tr>
<td>Legalization Filing Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Record Management Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>PAA</td>
<td>$0.00</td>
</tr>
<tr>
<td>No Good Check Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>In Conjunction Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustment</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>$175.00</strong></td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

The Payment Confirmation window will appear. Select Yes to proceed with payment, or No to cancel.

You will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the Payment Portal Manual, which you can find on DOB’s website using the link below.

https://www1.nyc.gov/site/buildings/industry/dob-now-build-resources.page
No Good Check

When a no good check is submitted the job filing will be placed on hold and No Good Check Fee will be added to the original fee. A $20 fee will be added for each no good check that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.
Subsequent Filing

A subsequent filing can only be initiated after the initial filing has been approved.

To begin a subsequent filing, go to your Dashboard and locate the initial job filing under the My Jobs tab.

From the Filing Action column associated with that job filing, click on the dropdown menu and select Subsequent Filing.

After making the selection a popup box will appear asking you to confirm that you want to proceed with a subsequent filing. Select Yes.
You will be redirected to the job filing screen where you will now be able to complete the required forms. The **Filing Type** will indicate this is a **Subsequent Filing**.

To complete the subsequent filing for a job, follow the same steps as the ones used to complete the initial filing.

**Please Note:** The **Job No.** will be the same for both initial and subsequent filings. The **Filing No.** will be unique to differentiate between the separate filings. Initial filings will be marked with an “I”, and subsequent filings marked with an “S”.
Post Approval Amendment (PAA)
The steps below outline how to file a PAA. When filing a PAA, the Design Professional cannot be changed.

From the Dashboard select PAA from the Filing Action column.

A confirmation window will appear asking you to confirm the PAA – click Yes.

This will direct you to the job filing window where you can enter the information you want to change.

Under the Application Highlights section the Filing Type will be PAA.
After clicking **Save**, a new filing number will be generated with a suffix that begins with a “P”, indicating **PAA**.

*Please Note:* “I1” will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.
QA Failed

QA Failed at Permit Level – For Standard Plan Exam or Professional Certification (without PW2) Filings

After a PW2 has been submitted to DOB, it is reviewed by a QA Clerk. If there are any issues with the submission, such as missing required documents, the QA Clerk will fail the submitted PW2, and the status of the permit will be changed to QA Failed. The Contractor will need to go to the PW2 screen and fix the issue and resubmit the filing.

To address the issue, first locate the job filing that has failed on your dashboard under the My Work Permits tab and open it.

From the Work Permit window, go to the Failure Reason section, which is located underneath the Fees section on the right side. Here you’ll see the failure details and the status will be Open.
Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

![Status dropdown](image)

After resolving the issue, you’ll need to re-submit the filing. Only the Contractor can re-submit the filing. To re-submit, scroll to the bottom of the PW2 window and click on the **Re-Submit** button.

![Re-Submit button](image)

After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.
QA Failed at Job Level – For Professional Certification (with or without PW2) Filings

If during the Professional Certification QA Clerk review process there is an issue with the filing, the Professional Certification QA Clerk will fail it and the status of your filing will be updated to QA Failed. A filing can only fail at the job level when it is a Professional Certification filing, and it has been failed by the Professional Certification QA Clerk.

To address the issue, first locate the job filing that has failed on your dashboard under the My Jobs tab and open it.

Once the job filing window is open, under the Fees section there will be a Failure Reason section that displays the failure details. This will provide the reason for why the filing failed. The status for the failure will also be Open.
Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

After resolving the issue, the filing will need to be re-submitted to DOB. When a filing fails at the job level, the Design Professional and Owner will need to once more provide attestation (electronic signature) and only the Design Professional can re-submit the filing.

After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.
Objections and Appointments

Please note: if an appointment is request by the PE, the appointment must first be conducted before you are able to resubmit your filing.

Objections and Appointments are displayed under the Application Highlights section on the job filing screen as shown below:

View Objection Details

Click on Details to see all the details of an objection. Depending on your monitor size you may need to scroll to the right to see the Details button.
A sub-window will open with additional details on the objection. Follow the directions below to edit and submit an objection.

1. Select an option from the **Objection Status** dropdown menu to update the objection status. If the objection has been resolved change the **Objection Status** to **Resolved**.

   *Please Note: If the objection has already been closed, **Objection Status** will be **Closed***

2. Fill in the **Comments** section with details regarding the objection.

3. Click on **Save** to submit the objection details, or **Cancel** to reject.

Please see the information below on how to re-submit the filing.
Create and Add Appointments

If an appointment has been requested by DOB, then the Design Professional, Filing Representative, and Owner that are associated with the job filing can schedule appointments.

*Please note: if an appointment is request by the PE, the appointment must first be conducted before you are able to resubmit your filing.*

Adding an Appointment

Click on **+Add Appointment**. A sub-window will open to create a **New Appointment**.

A sub-window will open to create a **New Appointment**.
1. **Required Attendees:** Design Professional is the only required attendee and will be listed in this field by default.

2. **Optional Attendees:** Add the optional attendees. You will be able to add one or more names from the list of names associated with the job filing. Clicking on the field will open a dropdown menu containing the list of attendees you can add. Click on the name you want to add and it will be listed under **Optional Attendees**.

3. **Plan Examiner:** Name of the plan examiner (if doing a Standard Plan Exam) that issued the objection.

4. **Job No.:** Job filing number that will be discussed at the appointment.

5. **Selected Date:** Displays date selected for the appointment from the calendar.

6. **Select Appointment Date:** Choose a date from the calendar for the appointment. As shown by the icons below, the calendar if it is a holiday the date will have a red circle on it, and if the date is fully booked it will have a red square on it. You will not be able to click on either of these dates.

7. **Select Appointment Time:** Pick a time from the available options. The times are shown in twenty minute increments and will only display the Plan Examiner’s **Available Hours**. For example, clicking the drop-down list should start with 9:00AM – 9:20AM; 9:20AM – 9:40AM; 9:40AM – 10:00AM.

   Clicking on the field will display the following dropdown menu that allows you to select a time. Only available time slots for the plan examiner will be displayed.
New Appointment

1. Required Attendees: DP - JOE ADAM
2. Optional Attendees: Click Here to Add person...
3. Plan Examiner: JAN ZIZKA
4. Job No.: M00001168-I1
5. Selected Date
6. Select Appointment Date:
7. Select Appointment Time:

Submit  Cancel
After entering all the information click **Submit** to continue, or click **Cancel** to return to the previous screen.

A notification will appear asking you to confirm the appointment. To confirm the appointment and continue, click **Yes**. If you need to reject the appointment and make any changes click **No**.

After confirmation, you will receive a notification that the appointment was successfully scheduled. Click **OK** to continue and return to the Job Filing screen.

You will receive an email with a meeting invitation from DOB containing the link to the GoToMeeting. On the date and time of the appointment you will need to click on the link in the email in order to attend and participate in the meeting.
View an Appointment
To view the details of an existing appointment click View.

After clicking on View, the details of the appointment will be displayed.

**View Appointment**

- **Required Attendees**: APPLE ROME, JOE ADAM, JAN ZIZKA
- **Plan Examiner**: JAN ZIZKA
- **Job No.**: M00001168-I1
- **Appointment Date And Time**: 9/6/2016 12:40:00 PM
- **Duration**: 20 Minutes
- **Current Status**: Cancelled
Delete an Appointment

To delete an existing appointment, click the Delete button.

You will be asked to confirm that you want to delete the appointment. Click on Yes to confirm deletion, or No to keep the appointment.

A notification will appear to confirm that the cancellation was successful. Click OK to recognize the notification and continue back to the job filings page.

After deleting the appointment it will still appear on the appointment grid but the Status will be Cancelled.

If you had previously received an email notification from DOB with the GoToMeeting information, you will receive an email with a cancelled meeting notification from DOB. The GoToMeeting link will be deactivated for the deleted meeting.
**Re-submit Filing**

To re-submit a filing to DOB after all objections have been resolved, the Design Professional will first need to provide signoff once more in the **Statements and Signatures** tab.

The Owner will also need to provide signoff in the **Statements and Signatures** tab.

After this has been done, the Design Professional will be able to click the **Re-Submit** button.
View After Hours Variance Permits (AHV)

Once an AHV permit has been filed, only the Contractor indicated on the AHV form will be able to view it on their My AHV Work Permits tab on the Dashboard. If you are not the Contractor, you are required to perform a global search for the job filing.

From the Dashboard, click on the Job Filing Search tab. Enter the job filing number and click on Search.

The results will be displayed in a grid. Click on View AHV Permits from the Filing Action column.
A message will appear asking you to confirm that you want to view AHV permits. Click Yes to confirm and view AHV permits.

A new grid will appear showing the AHV filings and the status.
Appendix

Scope of Work Types
The table below contains the list of Scope of Work types that can be selected for Plumbing, Sprinkler, and Standpipe.

Plumbing
This content in the table below will appear only when the PL work type is selected on the PW1 form.

<table>
<thead>
<tr>
<th>Category</th>
<th>Scope Includes</th>
<th>Field Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boilers</td>
<td></td>
<td>1) Unit Location: ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Number of units: ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3) Floor: ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4) Type of unit: ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ___</td>
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<tr>
<td>Gas Work</td>
<td></td>
<td>1) Unit Location: ___</td>
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<tr>
<td>Piping, Devices and</td>
<td></td>
<td>2) Number of units: ___</td>
</tr>
<tr>
<td>Meters</td>
<td></td>
<td>3) Floor: ___</td>
</tr>
<tr>
<td>Hot Water</td>
<td></td>
<td>4) Type of unit: ___</td>
</tr>
<tr>
<td>Heaters</td>
<td></td>
<td>5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ___</td>
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<tr>
<td>Co Gen Systems</td>
<td></td>
<td>1) Number of units: ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) DNY/Utility approvals: ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3) Floor: ___</td>
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<td></td>
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<td>4) Fuel Gas</td>
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<tr>
<td></td>
<td></td>
<td>a) Type ▼</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I. High Pressure 15psi</td>
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<tr>
<td></td>
<td></td>
<td>II. Very High Pressure (128psi) (welding)</td>
</tr>
<tr>
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<td>b) Use ▼</td>
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<tr>
<td>Category</td>
<td>Scope Includes</td>
<td>Field Values</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I. Cooling</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II. Heating</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III. Generators/Co-Generators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV. Processing</td>
</tr>
<tr>
<td>Equipment and Alarms</td>
<td>☑️ Burners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑️ Dryers</td>
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</tr>
<tr>
<td></td>
<td>☑️ Furnace</td>
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<td>☑️ Fireplace</td>
<td></td>
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<tr>
<td></td>
<td>☑️ Generator</td>
<td></td>
</tr>
<tr>
<td>Medical/Other Gas</td>
<td>1) Select Type</td>
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<tr>
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<td>a) Dental</td>
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<td></td>
<td>b) Oxygen</td>
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</tr>
<tr>
<td></td>
<td>c) Nitrous Oxide</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Labs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) Jeweler’s Torch</td>
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</tr>
<tr>
<td></td>
<td>2) Located At:</td>
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<td>Piping, Traps and Valves</td>
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<td>Risers and Stacks</td>
<td>Fuel Gas</td>
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</tr>
<tr>
<td></td>
<td>1) Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑️ Low Pressure</td>
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</tr>
<tr>
<td></td>
<td>☑️ Medium Pressure</td>
<td></td>
</tr>
<tr>
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<td>2) Use</td>
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</tr>
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<td></td>
<td>☑️ Cooking Residential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑️ Cooking Commercial</td>
<td></td>
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<tr>
<td></td>
<td>☑️ Fire suppression hood</td>
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</tr>
<tr>
<td></td>
<td>☑️ Other Alternate Fire Extinguishing System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑️ Heating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑️ Hot Water</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Meters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Number: ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Located At:</td>
<td></td>
</tr>
<tr>
<td>Private Storm</td>
<td>No Additional Values</td>
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</tr>
<tr>
<td>Storm Water, Drywell and Pools</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Select Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Detention/Retention Tank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Type</td>
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</tr>
<tr>
<td></td>
<td>☑️ DryWell</td>
<td></td>
</tr>
<tr>
<td></td>
<td>II. Retention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>III. Detention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Located At:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Dry Well</td>
<td></td>
</tr>
</tbody>
</table>
### DOB NOW: Build Plumbing, Sprinkler & Standpipe Job Filing
### Design Professional User Manual

<table>
<thead>
<tr>
<th>Category</th>
<th>Scope Includes</th>
<th>Field Values</th>
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<td>Outdoor</td>
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<td>Piping, Traps and Values</td>
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<td>Private Drainage</td>
<td>Private Drainage</td>
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<td>1) Install Septic System</td>
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<td>2) Abandon Septic System</td>
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<td>a) Septic – Located at: ___</td>
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<td>Sewer System</td>
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<td>Water Piping, Fixtures, Devices, Appliances and Finishes</td>
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<td>Equipment</td>
<td>Pumps</td>
<td>Tanks</td>
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<td>Drinking Fountains</td>
<td>Filters</td>
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<td>Boilers</td>
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<tr>
<td>Water Risers</td>
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<tr>
<td>Meters and Sub-meters</td>
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<td>Water Service Piping</td>
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<td>Piping and Insulation</td>
<td>Backflow Preventer (RPZ) Type</td>
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</tr>
<tr>
<td></td>
<td>1) Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Primary</td>
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</tr>
<tr>
<td></td>
<td>b) Secondary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Floor: ___</td>
<td></td>
</tr>
<tr>
<td>Work requires penetration of fire-rated assemblies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work requires penetration of fire-rated assemblies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: ___</td>
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### Sprinklers
This content in the table below will appear only when the SP work type is selected on the PW1 form.
<table>
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<td>Indicate Type of Sprinkler System</td>
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<tr>
<td>Fire Extinguishing System Connected to Sprinklers</td>
<td>1) Existing/Proposed ▼</td>
<td>a) Existing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Proposed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ No</td>
</tr>
<tr>
<td>Hazard Type</td>
<td>1) Existing/Proposed ▼</td>
<td>a) Existing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Proposed</td>
</tr>
<tr>
<td></td>
<td>2) Select Type ▼</td>
<td>a) Light Hazard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Ordinary Hazard – Group 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Ordinary Hazard – Group 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Extra Hazard – Group 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Extra Hazard – Group 2</td>
</tr>
<tr>
<td>System Type</td>
<td>1) Existing/Proposed ▼</td>
<td>a) Existing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Proposed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Wet System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Dry System</td>
</tr>
<tr>
<td>Water Supply</td>
<td>1) Existing/Proposed ▼</td>
<td>a) Existing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Proposed</td>
</tr>
<tr>
<td></td>
<td>2) Water Main ▼</td>
<td>a) RPZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) DDCV</td>
</tr>
<tr>
<td></td>
<td>3) FDC</td>
<td>○ Yes</td>
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<tr>
<td></td>
<td></td>
<td>○ No</td>
</tr>
<tr>
<td></td>
<td>4) Tank</td>
<td>a) Suction</td>
</tr>
<tr>
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<td></td>
<td>b) Pressure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Roof Tank</td>
</tr>
<tr>
<td>Schedule of Building System</td>
<td>Pumps</td>
<td>1) Booster Pump</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Special Service Pump</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3) Jockey Pump</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>☑ Standard Sprinkler Head</td>
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</tr>
<tr>
<td>Category</td>
<td>Scope Includes</td>
<td>Field Values</td>
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<tr>
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</tr>
<tr>
<td>System</td>
<td>System</td>
<td>☑ Extended Coverage Head</td>
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<tr>
<td></td>
<td>1) Dedicated Sprinkler</td>
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<tr>
<td></td>
<td>2) Combination – Sprinkler + Standpipe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Full Installation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Partial Installation</td>
<td></td>
</tr>
<tr>
<td>Distribution Piping</td>
<td>☑ Risers Control Valve</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Risers and Branches</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>☑ Booster Pump</td>
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<td>☑ Special Service Pump</td>
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</tr>
<tr>
<td></td>
<td>☑ Fire Pump</td>
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</tr>
<tr>
<td></td>
<td>☑ Dry Pump Valve</td>
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</tr>
<tr>
<td>FDC</td>
<td>No Additional Values</td>
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<tr>
<td>Pumps</td>
<td>No Additional Values</td>
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<td>Sprinkler Heads</td>
<td>Sprinkler Heads: ____</td>
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<td>Storage Tanks</td>
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<tr>
<td>Water Mains</td>
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<tr>
<td></td>
<td>☑ No</td>
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<td>1) Description: ____</td>
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Standpipe
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<td></td>
<td></td>
<td>3) Type of unit: _____</td>
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<tr>
<td></td>
<td>Floor/Riser Control Valve</td>
<td>1) Number of units: _____</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Floor: _____</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3) Type of unit: _____</td>
</tr>
<tr>
<td></td>
<td>Hose Cabinet/ Rack/ Valve</td>
<td>1) Number of units: _____</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Floor: _____</td>
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<td>3) Type of unit: _____</td>
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<td>Siamese FDC</td>
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<td>3) Type of unit: _____</td>
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<td>Special Service Fire Pump</td>
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<td></td>
<td></td>
<td>3) Type of unit: _____</td>
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<td>Standpipe Piping</td>
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<td></td>
<td></td>
<td>3) Type of unit: _____</td>
</tr>
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## Standpipe Required Items

### Standpipe Functionality Updates – Required Documents

When **SD - Standpipe** is selected as a work type on the **Plans/Work (PW1)** form, a number of Standpipe specific documents must be uploaded on the **Required Documents** page. These required documents will vary depending on the type of Standpipe job and/or if the Standpipe filing is in conjunction with the **SP – Sprinkler work type**.

For Standpipe, the following represents (conditionally) required documents (as suggested by a Plan Examiner or FDNY where applicable):

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Work Type(s)</th>
<th>Prior to Status</th>
<th>Required/Optional</th>
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<tbody>
<tr>
<td>RESTRICTIVE DECLARATION/EASEMENT</td>
<td>SD</td>
<td>Approved</td>
<td>Required when a section of Yes to CRFN(S) Restrictive Declaration / Easement PW1, Sec. 9 and BRD section 4.1.2</td>
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<tr>
<td>SUBMIT LETTER OF NO OBJECTION FROM FDNY</td>
<td>SD</td>
<td>Approved</td>
<td>Required when Scope of Work is Repair to Existing</td>
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<tr>
<td>HYDRAULIC FLOW CALCULATIONS</td>
<td>SD</td>
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<td>Optional for Plan Examiner/Prof Cert Clerk to Add during review</td>
</tr>
<tr>
<td>HYDRO FLOW TEST LETTER</td>
<td>SD</td>
<td>Approved</td>
<td>Optional for Plan Examiner/Prof Cert Clerk to Add during review</td>
</tr>
<tr>
<td>RESTRICTION: EASEMENT AGREEMENT FOR WATER SUPPLY</td>
<td>SD and SP</td>
<td>Approved</td>
<td>Optional for Plan Examiner/Prof Cert Clerk to Add during review</td>
</tr>
<tr>
<td>SD/SP FIRE PUMP TEST: FP-86</td>
<td>SD and SP</td>
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<td>Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review</td>
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<tr>
<td>SP/SD DEVICE CERT: LTR-LIC ELECT</td>
<td>SD and SP</td>
<td>Signed Off</td>
<td>Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review</td>
</tr>
<tr>
<td>SPRINKLER/STANDPIPE ELECTRICAL LETTER</td>
<td>SD and SP</td>
<td>Signed Off</td>
<td>Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review</td>
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<td>NYS DEC TIDAL WETLANDS MAP</td>
<td>SD</td>
<td>Approval</td>
<td>Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1</td>
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<td>NYS DEC COASTAL EROSION HAZARD MAP</td>
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<td>Work Type(s)</td>
<td>Prior to Status</td>
<td>Required/Optional</td>
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<td>Prior to Approval</td>
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<td>FLOOD ZONE DESIGN CERTIFICATION</td>
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<td>Prior to Approval</td>
<td>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</td>
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<td>TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN</td>
<td>SD</td>
<td>Prior to Approval</td>
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<td>FLOOD ZONE COMPLIANCE (Special Inspection)</td>
<td>SD</td>
<td>Prior to Approval</td>
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<td>FEMA ELEVATION CERT (086-0-33)</td>
<td>SD</td>
<td>Prior to Sign-Off</td>
<td>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</td>
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<tr>
<td>FLOODPROOFING CERT (086-0-34)</td>
<td>SD</td>
<td>Prior to Sign-Off</td>
<td>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</td>
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List of Acronyms

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
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional