

SERVICE UPDATE

Updates to DOB NOW: *Inspections* Owner Email


To make inspection requests, delegate others, and view results, the email address used to register for your DOB NOW: *Inspections* account **must** match the email address listed in Section 26 of the Plan Work Application (PW1) or Section 6 of the Place of Assembly Application (PA1). If you are an owner and you need to correct the email address you provided, **the applicant (PE/RA) is not required to sign and seal the form.** Sections 1, 2, 4, 24 and 26 on the PW1 form **must** be completed for a Post Approval Amendment (PAA). The normal PAA processing fee of \$100.00 will apply to any changes to the PW1.

NOTE: You **must** register for a DOB NOW: *Inspections* account before submitting the PAA paperwork to the Borough Office. If you submit the PAA document first, you will not be properly linked to your jobs in DOB NOW: *Inspections*.

2 Applicant Information <i>Required for all applications. Fax, mobile telephone and e-mail address are optional information.</i>				
Last Name		First Name		Middle Initial
Business Name		Business Telephone		
Business Address		Business Fax		
City	State	Zip	Mobile Telephone	
E-Mail		License Number		
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> R.L.A. <input checked="" type="checkbox"/> Other: Owner				

4 Filing Status <i>Required for all applications. Choose one and provide specified associated information.</i>		
<input type="checkbox"/> Initial Filing 5, 7, 11, 12A, 25-26	<input type="checkbox"/> Prior to Approval Actions 25-26	<input type="checkbox"/> Reinstatement 24-26
Choose only one:	<input type="checkbox"/> Amend Existing Filing 4A	<input type="checkbox"/> Withdrawal 26
<input type="checkbox"/> Standard Plan Examination or Review	<input type="checkbox"/> Subsequent Filing 6-7, 8A (<i>All-2 only</i>), 11	<input type="checkbox"/> Specified in 4A and 8
<input type="checkbox"/> Professional Certification <i>PC1, POC1</i>	<input checked="" type="checkbox"/> Post Approval Amendment (PAA) 4A, 6, 24-25	<input type="checkbox"/> Entire Job
<input type="checkbox"/> Professional Certification of Objections <i>A11</i>	Will PAA affect filing fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	4A Indicate existing document number affected by filing:
	<input type="checkbox"/> New (Superseding) Applicant 4A, 25-26	

24 Comments <i>Place additional comments on an AI-1 form. See Guide for proper incorporation of professional certification statements.</i>
PAA filed to add or correct owner's e-mail address only in order to access my records in DOB Now: <i>Inspections</i>

26 Property Owner's Statements and Signatures
Owner Type: <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> NYCHA / HHC
<input type="checkbox"/> Corporation <input type="checkbox"/> Other Government <input type="checkbox"/> NYC Agency
<input type="checkbox"/> Condo Unit Owner or Co-Op Tenant-shareholder 26A
Is the deed holder a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name (please print): _____
Relationship to Owner: _____
Business Name/Agency: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax: _____
E-Mail Address: _____
Signature and Date 

POST UNTIL: December 31, 2017