

DOB NOW: *Build* for Electrical filings

How to Submit a Filing

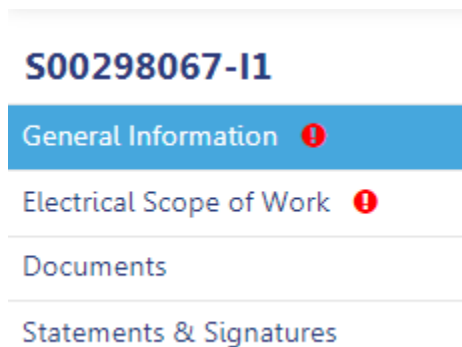
After you pay your fees, the last step is to submit the filing so that your status bar moves from **Applicant of Record** to **Permit Issued**.



To submit the filing, click **Preview to File** on the upper left, next to the Save button.

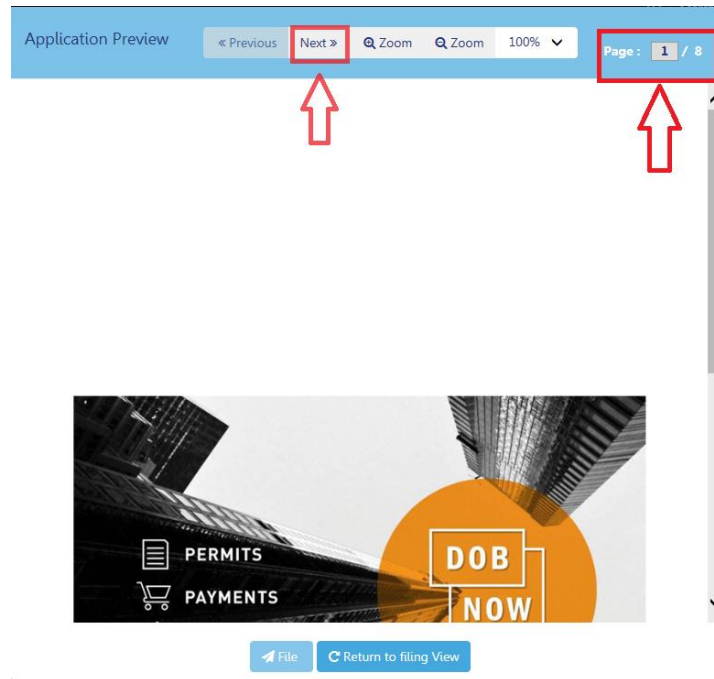


If you have any outstanding issues with the filing (such as a past Job Start Date or issues with your Scope of Work) a red exclamation point will appear on the area with the issue:



Return to the filing to address the issues.

Click **Preview to File** again to review the filing, and click **Next** to advance through all eight pages while making sure your application is up to date and has the correct information.



On the last page, click on the check box to confirm the application “I have personally reviewed all information entered on this application.” Then click **File** to submit your filing.

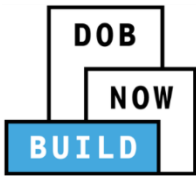
"I have personally reviewed all information entered on this application."

Name: Date:
("Electronically Signed")

Once filed, your status will move from Applicant of Record to Permit Issued.



For more information about DOB NOW: *Build* for Electrical Filings, visit the resources page at www1.nyc.gov/site/buildings/industry/dob-now-build-resources-electrical.page. If you have any questions, please submit an inquiry at www.nyc.gov/dobnowhelp.



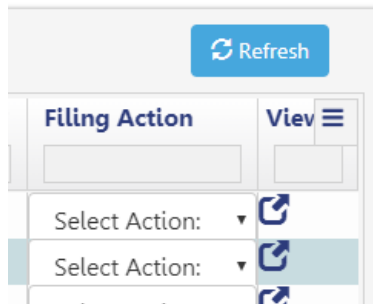
DOB NOW: *Build* for Electrical filings

How to Print an Electrical Permit

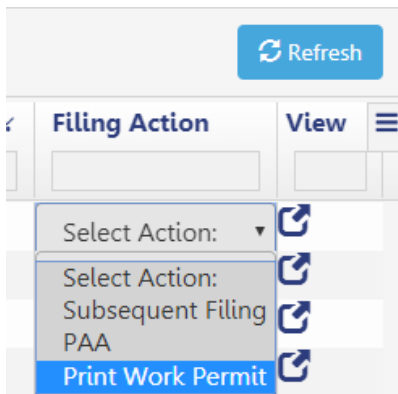
Log into [DOB NOW: Build](#) and find the permit you want to print (if you have multiple permits, check the box next to the job filing number to highlight that particular permit).

Filter My Jobs	Refresh	Job Number	Filing No.	Filing Type	Filing Status	Address	Borough
		S00296537	P1	PAA	Pre-Filing	73 BROOK STREET	STATEN IS
		<input checked="" type="checkbox"/> S00296537	I1	New Job Filing	Permit Issued	73 BROOK STREET	STATEN IS
		<input type="checkbox"/> S00296494	I1	New Job Filing	Pre-Filing	24 CLINTON ROAD	STATEN IS
		<input type="checkbox"/> S00296486	I1	New Job Filing	Permit Issued	24 CLINTON ROAD	STATEN IS

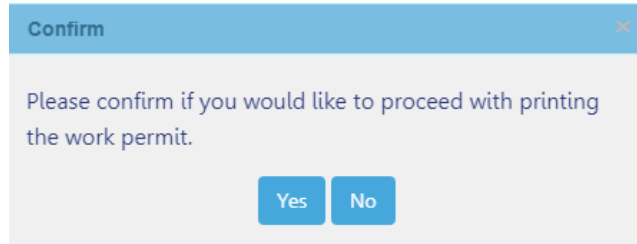
Scroll to the far right of your screen and the last column will be Filing Action (under Refresh).



Click on the **Select Action** drop down and select **Print Work Permit**.



On the confirm screen, click **Yes**.



The permit will open in a new tab and you can click **Print To PDF**, which will download the file and allow you to print it directly.

A permit form header for NYC Buildings. It features the NYC Buildings logo, a QR code, and the text "Work Permit Department Of Buildings". Below this is a form with fields for Permit Number, Address, Description, Issued, Expires, Issued To, Business, and License No. The form also includes the seal of the City of New York and the signatures of the Borough Commissioner and the Commissioner of Buildings. A "Print To PDF" button is located at the bottom of the form.

NYC Buildings

Work Permit Department Of Buildings

Permit Number: _____ Issued: _____ Expires: _____
Address: _____ Issued To: _____
Description: _____ Business: _____ License No: _____

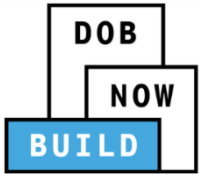
For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

Borough Commissioner:  Commissioner Of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

Print To PDF

For more information about DOB NOW: *Build* for Electrical Filings, visit the resources page at www1.nyc.gov/site/buildings/industry/dob-now-build-resources-electrical.page. If you have any questions, please submit an inquiry at www.nyc.gov/dobnowhelp.



DOB NOW: *Build* Electrical Job Filing FAQs

1. **Question:** Many of the fields are grayed out. Why can't I enter the information?

Community Board

Answer: The fields with a red asterisk are required. If the field is grayed out, it will auto-populate after you **Save** the filing.

House Number*

Street Name *

Block*

Lot*

Below are the required fields to **Save** the filing and get a **Job Number:**

Job Location

House Number

Street Name

Borough (dropdown and select)

Block

Lot

Job Description

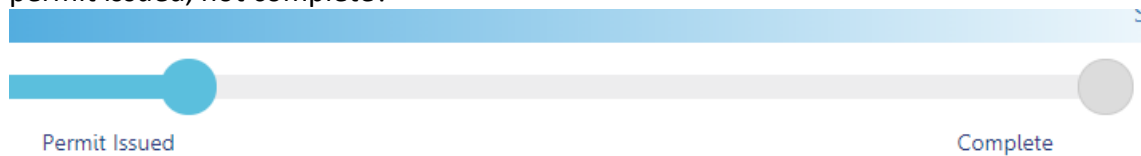
Building Use Type (dropdown and select)

Application Information

Email Address (an address that has been activated in eFiling)

License Type (dropdown and select)

2. **Question:** I have submitted my filing and printed my permit, however my status still says permit issued, not complete?

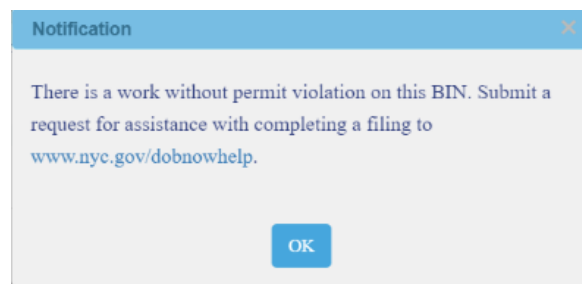


Answer: Your filing status will move to complete after your job has passed inspection.

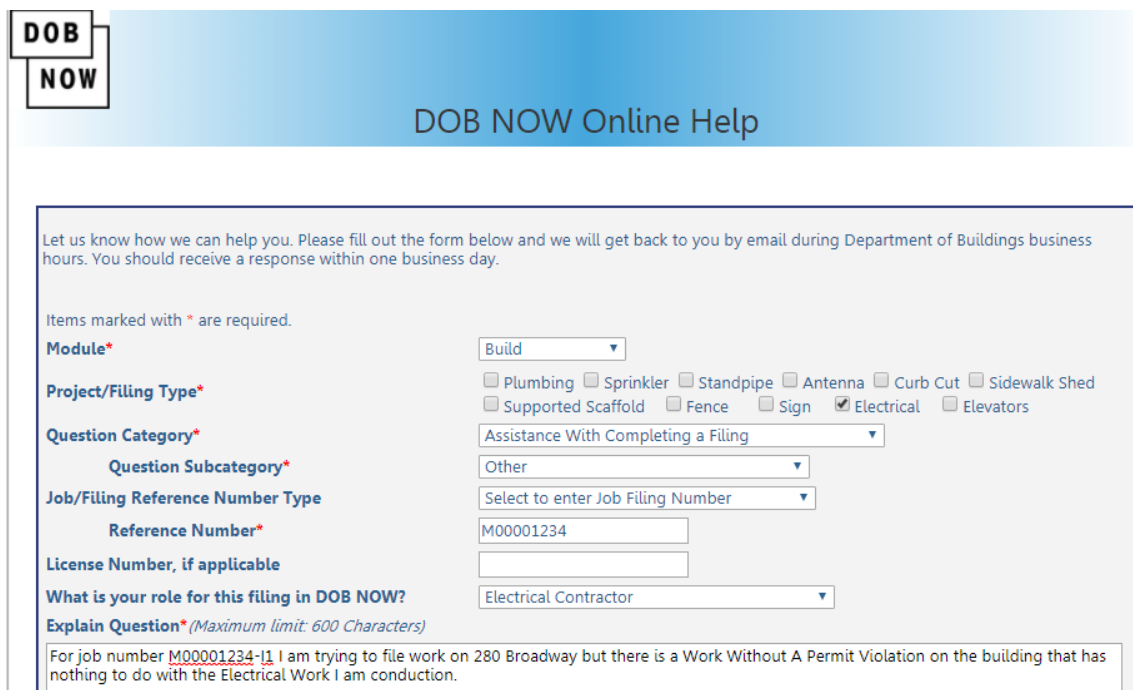
3. **Question:** How do I renew my Electrical Permit?

Answer: Electrical permits renew automatically. If a permit expired due to lapsed insurance, update your insurance with our Licensing Unit by emailing a scanned PDF of your insurance certificate to electricianinsurance@buildings.nyc.gov. Every night the DOB NOW system checks the job end date and the insurance expiration dates. If the job is still ongoing and the insurance has not expired, the status of the permit will remain Permit Issued.

4. **Question:** I am seeing a message that says “THERE IS A WORK WITHOUT A PERMIT VIOLATION ON THIS BIN” but that violation has nothing to do with my electrical filing.



Answer: Submit a request through [DOB NOW Online Help](#). In Question Category select “Assistance with Completing a Filing” and provide the full job number and the details regarding this request.

A screenshot of the "DOB NOW Online Help" form. The form is titled "DOB NOW Online Help" and includes a "DOB NOW" logo. Below the title, there is a message: "Let us know how we can help you. Please fill out the form below and we will get back to you by email during Department of Buildings business hours. You should receive a response within one business day." The form contains several fields and checkboxes:

- Module***: A dropdown menu with "Build" selected.
- Project/Filing Type***: A list of checkboxes including Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical, and Elevators.
- Question Category***: A dropdown menu with "Assistance With Completing a Filing" selected.
- Question Subcategory***: A dropdown menu with "Other" selected.
- Job/Filing Reference Number Type**: A dropdown menu with "Select to enter Job Filing Number" selected.
- Reference Number***: A text input field containing "M00001234".
- License Number, if applicable**: An empty text input field.
- What is your role for this filing in DOB NOW?**: A dropdown menu with "Electrical Contractor" selected.
- Explain Question*** (Maximum limit: 600 Characters): A text area containing the text: "For job number M00001234-11 I am trying to file work on 280 Broadway but there is a Work Without A Permit Violation on the building that has nothing to do with the Electrical Work I am conduction."

We will process your request and notify you when you are able to continue with the filing.

5. **Question:** I have a job that needs to be approved by the Electrical Advisory Board, what has changed?

Answer: Electrical drawings are still submitted to the [Electrical Advisory Board](#). Once a filing has been approved by the Board, submit an Electrical Permit Application via [DOB NOW](#) and enter the EAB approval number in the Job Description field.

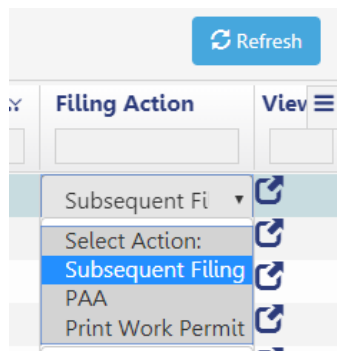
Job Description (printed on work permit)*

500 characters remaining

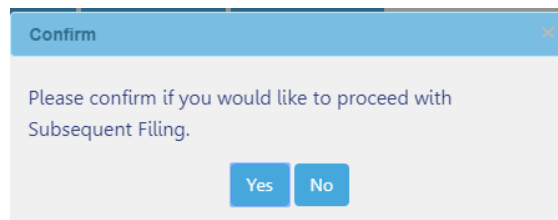
6. **Question:** How do I add new floors or new categories of work to my electrical application?

Answer: Submit a **Subsequent** filing to make changes to the Scope of Work that includes working on new floors, changing your category of work, etc.

On your dashboard, find the job you want to add a Subsequent filing to and in the far right column titled Filing Action, select **Subsequent Filing**.



You will be prompted to make sure you want to proceed before filing. Click **Yes** to get started.



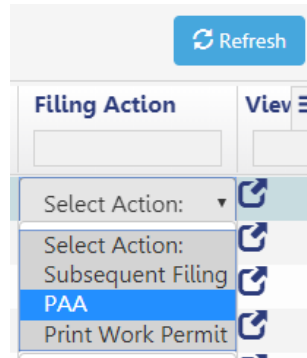
7. **Question:** How do I withdraw an electrical permit once it's been issued?

Answer: You first need to log into [DOB NOW: Inspections](#) and request a withdrawal inspection. Once the inspection is in pass-final status, the job will be withdrawn in DOB NOW: *Build*.

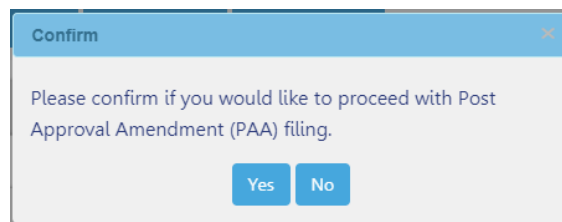
8. **Question:** The inspector failed my electrical filing and I need to update the Scope of Work. How do I do this?

Answer: If you are working on the same floor, increasing/decreasing materials, etc. you can file a **PAA** on the job in [DOB NOW: Build](#).

On your dashboard, find the job you want to file a PAA on and in the far right column titled Filing Action, select **PAA**.



You will be prompted to make sure you want to proceed before filing. Click **Yes** to get started.



Once the PAA is filed correctly, login to [DOB NOW: Inspections](#) and request an inspection.

For more information about DOB NOW: *Build* for Electrical Filings, visit the resources page at www1.nyc.gov/site/buildings/industry/dob-now-build-resources-electrical.page. If you have any questions, please submit an inquiry at www.nyc.gov/dobnowhelp.