New York City Department of Buildings

DOB NOW: Build

Electrical (ED16A) Job Filings
Industry 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 November 29, 2017
Introduction

**DOB NOW: Build** has been designed to allow Design Professionals, Owners, Master/Special Electricians, and Filing Representatives 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:

- File jobs and submit fees online
- View and search information related to your jobs and permits
- Upload documents
- View objections
- Schedule and review objections with a plan examiner in a virtual meeting
- Receive emails at milestones throughout the application process
- File Post Approval Amendments (PAA)
- Make Corrections
- Pull and print work permits
- Pull and print After Hour Variances (AHV)
- Receive Letters of Completion by email

**DOB NOW: Build Manual Overview**

This manual provides step-by-step instructions for industry users 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 applications. 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 manual. However, this manual 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.

**DOB NOW: Build Support Information**

If you have any issues or questions on DOB NOW: **Build**, please visit the below link to fill out a form describing your question and submit it to DOB.

**Website:** [http://www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)
## Identifying Unique User Actions

Some actions may only be performed by specific industry users. Throughout the manual, the following icons will appear in the section header if the action requires a specific user(s) to perform:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Industry User</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>Design Professional</td>
</tr>
<tr>
<td>FR</td>
<td>Filing Representative</td>
</tr>
<tr>
<td>O</td>
<td>Owner</td>
</tr>
<tr>
<td>EL</td>
<td>Master/Special Electrician</td>
</tr>
</tbody>
</table>
# Contents

Please note: The specific user(s) required to complete a filing stage are indicated in the table of contents with the respective user icon(s). Users who are not indicated at a particular stage will have read-only access. Certain filing stages require a specific user(s) to complete.

## Table of Contents

**Introduction** .............................................................................................................. 1

  - DOB NOW: Build Manual Overview ........................................................................ 2
  - DOB NOW: Build Support Information .................................................................. 2

**Identifying Unique User Actions** .............................................................................. 3

**Contents** .................................................................................................................. 4

**Access DOB NOW: Build** ......................................................................................... 6

**View the DOB NOW: Build Dashboard** ................................................................. 8

  - Sort and Display Columns ...................................................................................... 10

**View My Jobs** .......................................................................................................... 11

**View My Jobs Filing Actions** .................................................................................. 12

**Search for a Job Filing** .......................................................................................... 13

**Initiate a New Job Filing** ....................................................................................... 14

  - Navigate the Job Filing Screen ............................................................................... 15

**Submit an Initial Job Filing** .................................................................................... 17

  - General Information .............................................................................................. 18
  - Add Job Location Information ............................................................................... 18
  - Applicant Information ............................................................................................ 20
  - Insurance Information ............................................................................................ 20
  - Owner Information .................................................................................................. 21
  - Authorized Representative Information ............................................................... 21
  - Additional Information ............................................................................................ 22

**Electrical Scope of Work** ....................................................................................... 23

  - Category of Work ................................................................................................... 24
  - Electric Sign Description ....................................................................................... 31
  - Service Switches ..................................................................................................... 34
  - Ser. Ent. & FDr Cond. (Each Set) .......................................................................... 35
  - Panels ..................................................................................................................... 36
  - Boiler Controls ........................................................................................................ 37
Floor Descriptions .......................................................38
Service / Meter Equipment ...........................................41
Documents .................................................................42
View Required Documents Tab .......................................42
Make Payments ..........................................................46
Statements & Signatures ...............................................47
Applicant’s Statements & Signatures ...............................47
Certification of Owner Authorization for Electrical Work ....48

Additional Actions .......................................................52
View Filing/ Payment History/ Trace History/ Property Profile ...................................................52
View Filing .................................................................52
View Payment History ..................................................53
View Trace History ......................................................54
View Property Profile ...................................................55
Complete Post Approval Amendment (PAA) .......................56
Complete Subsequent Filing ..........................................58
Print Work Permit .......................................................60
Print Permit (Using My Jobs Tab) ....................................60
Print Permit (Using Job Number Search Tab) ....................62

Appendix ........................................................................64
Job Filing Number Format ..............................................64
In-Conjunction Work Types ............................................64
List of Acronyms ............................................................65
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. Email: Enter the Email ID and Password created for the eFiling system, then click Login.

2. Can’t access your account?: Link to e-Filing website.

3. Need More help? Contact us.: Click here to contact DOB NOW user assistance.

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.
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: www.nyc.gov/dobefiling.

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

After logging in, the system will display the main dashboard that is used for all DOB NOW filings. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take. Not all tabs are applicable to all work types.

1. **NYC.gov Link**: Clicking here will take you out of DOB NOW: Build.
2. **Home**: Displays module selection page.
3. **Job Filing**: Creates a new job filing.
4. **Work Permit**: Creates a new work permit.
5. **AHV Permit**: Creates a new after hours variance (AHV) permit.
6. **Request LOC**: Requests a letter of completion.
7. **My Jobs**: Displays a list of all jobs that you created or are associated with.
8. **My Work Permits**: Displays all permits that are part of your existing jobs.
9. **My AHV Work Permits**: Displays all AHV permits that are part of your existing jobs.
10. **My LOC Requests**: Displays a list of all LOC requests.
11. **My SignOff Requests**: Displays a list of all SignOff requests.
12. **Job Number Search**: Searches all existing DOB NOW: Build jobs.
13. **Filter my jobs**: Filters grid items by work type.
14. **Grid columns**: Contains all information relevant to the selected tab.

*Please note:* The +Work Permit, +AHV Permit, +Request LOC buttons and My Work Permits, My AHV Permits, My LOC Requests, My SignOff Requests tabs are not used for Electrical work types.
15. **311 Link**: Links to the 311 homepage.

16. **Account Info**: Identifies the name and email associated with the active user account.

17. **Need Help?**: Links to DOB NOW Help page.

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

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

20. **Column Editor**: Selects which columns are displayed in the grid.
Sort and Display Columns

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

1. **Filter My Jobs**: Filter displayed items by work type

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

3. **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.

4. **Column Editor**: Pick which columns are displayed or hidden on the grid. (✗ indicates hidden, ✓ indicates displayed.)
View My Jobs

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

1. **Job Number**: 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 Number**: An alphanumeric code to describe the filing type (See Appendix for more details)

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

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

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

6. **Applicant of Record**: Names the designated applicant of record for the associated filing

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

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

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

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

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

12. **View**: Provides row sorting options such as *Sort Ascending*, *Sort Descending*, or *Hide Column*
**View 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
- PAA
- Print Work Permit
- Delete
Search for a Job Filing

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

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.
Initiate 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 + Job Filing button located in the upper left on the dashboard screen.

A Dialog Box with options to select the work type(s) included in the filing will appear.

Select the work type associated with the filing and click Submit. Clicking on Cancel will return you to the dashboard.

In this case, selecting Electrical will allow you to create an Electrical filing.
Navigate the Job Filing Screen

You are able to perform a variety of actions on the Job Filing screen. This section provides a general overview of the sections that make up the Job Filing screen.

1. **Filing Progress Ribbon:** The current status of the job filing is displayed as a ribbon across the top of the screen. The progress of the filing is illustrated by a circle shaded in blue. A filing will always start with the status of Pre-Filing. The status will change as the filing moves forward.

2. **Save:** Click Save to save the information entered into the filing forms. It is important that you save your job filing any time you make changes, otherwise your changes will be lost. You must complete the General Information tab in order to save a new filing for the first time. After your job is saved, a job number will be generated, and your filing will appear on the DOB NOW: Build dashboard.

3. **Preview to File:** Click Preview to File to display a summary of the job details before filing.

   Please note: Only the Applicant of Record can Preview to File and submit a job filing, and they must provide further acknowledgment before the filing can be submitted to DOB.

4. **Job Filing Tabs:** Displays four tabs for navigating the job filing: General Information, Electrical Scope of Work, Documents, and Statements & Signatures.

   Please note: All tabs will only display after the filing is saved for the first time.

5. **Information Fields:** To progress through the filing, complete fields using drop down menus, radio buttons, and text entry as necessary. Fields with a red asterisk (*) are required — the filing cannot be submitted unless these fields are complete.
6. **Navigation and Tracking Buttons**: Use the View Filing, Payment History, Trace History, and Property Profile buttons to view various information about the filing. All buttons are described in detail in Additional Actions. Click Dashboard to return to the main DOB dashboard.

7. **Application Highlights**: A summary of filing information. The *Current Filing Status* will update as you proceed.

8. **Fees**: A summary of fee information associated with the filing.

9. **Pay Now Button**: Click to pay any fees associated with the filing.

*Please note: Clicking the Pay Now button will take you to a secure third-party payment screen. See the Make Payments section for more detail.*
Submit an Initial Job Filing

The sections below provide instructions for completing the required information needed to submit an initial job filing. Based on your type of electrical filing, you may not be required to complete each field.

The job filing process consists of four main sections:

- General Information
- Electrical Scope of Work
- Documents
- Statements & Signatures

Please note: Some sections may require a specific user(s) to complete, and they will be noted as such. If you are not the specified user, you may view those sections as read-only.

Follow the below steps to complete Post Approval Amendments (PAAs) and Subsequent Filings. See Complete Post Approval Amendment (PAA) and Complete Subsequent Filing for more information.
General Information

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Add Job Location Information

Enter the information in the following required fields:

1. **House Number**: Enter the house number of the job location.
2. **Street Name**: Enter the street name of the job location.
3. **Borough**: Select the borough of the job location from the dropdown menu.
4. **Block**: Enter the block number of the job location.
5. **Lot**: Enter the size of the lot associated with the job location.
6. **Special Place Name**: Enter description if the electrical work will be performed at a location that does not have an address. Provide latitude and longitude coordinates.

After the first time you save the filing, the gray shaded boxes for **BIN**, **Community Board**, and **Zip Code** number will be automatically filled in based on the data entered in the required fields.
7. **Job Description.** Complete the Job Description field with information printed on your work permit. There is a 500-character limit.

8. **Job Start Date and Job Completion Date.** Click on the calendar icon next to the date fields to select the dates that you plan to **start** and **complete** your job (it can be the same date).

9. **Joint Venture work.** Indicate if the job is a joint venture work.

10. **Building Use Type.** Open the dropdown menu to select the Building Use Type.

Select an option for Building Use Type from the dropdown menu.
**Applicant Information**

Enter information associated with the applicant of record. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email**: Provide the email of the Applicant of Record for the job filing. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type**: Select the applicant’s license type from the dropdown menu.

**Insurance Information**

The Insurance Information fields will autopopulate based upon the applicant’s license information.
Owner Information

Enter information associated with the owner of the building. The remaining fields will autopopulate once a valid email and owner type are provided.

1. **Email**: Provide the email of the Owner of the building.
2. **Owner Type**: Select the Owner Type from the dropdown menu.

Authorized Representative Information

This section is optional. If you are using a Filing Representative, enter their Last Name, First Name, and their relationship to the Owner of the building.
Additional Information

Select Yes or No to specify the scope of the job.

1. **Is this a Build it Back Job?**
2. **Has a violation been issued?**
3. **Is this job Certification of Occupancy related?**
4. If any of the above answers were Yes, enter the DOB Construction / BIS Associated Job Numbers.
   
   Please note: An additional field will appear to enter a second job number is Yes is selected for question 3.
5. Check this box if the job is for **Removal of Violation or Owner / Occupant Objection**. If this box is checked, be sure to check Save.

Be sure to check Save after completing Additional Information. A job number will then be generated.
Electrical Scope of Work

After completing the General Information tab and saving the filing, expand the Electrical Scope of Work section by clicking on the corresponding tab. The Electrical Scope of Work section contains up to nine tabs. Open and close each by clicking anywhere on the tab.

1. **Category of Work**: Select the type of electric work performed.
2. **Electric Sign Description**: Only appears when selecting Field Sign Inspection or Sign Shop Inspection from the Other dropdown menu in Category of Work.
3. **Service Switches**: Enter information for categories of amps.
4. **Ser. Ent. & FDr Cond. (Each Set)**: Enter information for service entrance and conductors.
5. **Panels**: Enter information for pole breakers and amps.
7. **Boiler Controls**: Enter the quantity and indicate the number and size of Boiler Controls.
8. **Floor Descriptions**: Open the Add Floor Description window to complete required fields in the Floor Work Description section.
9. **Service/Meter Equipment**: Indicate any changes to meter equipment.

Click **Save** after entering information into the relevant tabs. Fees will be automatically calculated based upon the information provided.
Category of Work

Select the category of work. You may choose multiple categories in the same row. After your selection, the other options will be shaded in gray. If you decide to change your selection, use the Clear button.

1. Service Work / Notify Utility
2. General Wiring.
3. Lighting Work: If selected, select a Lighting Work from the dropdown menu
4. Temporary Construction Service
5. Temporary Light & Power
6. HVAC Wiring
7. Boiler / Burner Wiring: If selected, select a Boiler / Burner Wiring from the dropdown menu.
8. Other: Select one option from the dropdown menu.
The **Other** dropdown menu contains other electrical work categories. The following work categories will require entering additional information:

- Elevators/Escalator/Material Lift
- Power Generation
- Minor Work
- Sign Shop Inspection
- Field Sign Inspection
- Sustainable Energy Installs
- Amusement Rides

**Elevators/Escalator/Material Lift**

Enter the associated **Elevator Job Application Number**.
Power Generation

Select all applicable Power Generation types.

Minor Work

If Minor Work is selected from the Other dropdown menu, the Work Description tabs will be replaced with the Minor Work Description tab.
Clicking the **Minor Work Description** tab will display the following grid. Click **+Add** to add a Minor Work Description.

The **Minor Work Description** window will open.

1. **Minor Work Options**: Select the type of Minor Work from the dropdown menu.
   *Please note: If **(C) Replacement of Minor Elevator Parts** is selected, you must enter a corresponding Device Number.*
2. **Location**: Select the location of the work to be performed.
3. **Description of the Location**: Enter a specific description of the work location.
4. **Quantity**: Enter the quantity of work to be performed.
5. **Description**: Enter a description of the minor work to be performed.
6. **Save**: Click **Save** to add the Minor Work.
7. **Cancel**: Click **Cancel** to return to the previous screen.
The Minor Work is added to the job filing. You may repeat this step to add as many Minor Work Descriptions as needed.

1. **Add button.** Click to add Minor Work Descriptions.
2. **Edit icon.** Select an item and click on this icon to view.
3. **Delete (trashcan) icon.** Select an item and click on this icon to delete.

**Sign Shop Inspection**

If **Sign Shop Inspection** is selected from the **Other** dropdown menu, the **Electric Sign Description** tab will appear above the rest of the Category of Work tabs. See **Electric Sign Description** on how to complete this tab.
**Field Sign Inspection**

If *Field Sign Inspection* is selected from the *Other* dropdown menu, enter the Job Number associated with the Field Sign Inspection. The *Electric Sign Description* tab will also appear above the rest of the Category of Work tabs. See [Electric Sign Description](#) on how to complete this tab.

**Sustainable Energy Installs**

If *Sustainable Energy Installs* is selected from the *Other* dropdown menu, a dropdown menu will appear. Select the sustainable energy type from the dropdown menu.
**Amusement Rides**

If **Amusement Rides** is selected from the **Other** dropdown menu, complete the following required fields:

1. **Ride Type**: Select the type of ride from the dropdown menu.
2. **DCA Approval Number**: Enter the DCA approval number for the ride.
3. **Ride Name**: Enter the ride name.
4. **Ride Serial Number**: Enter the serial number for the ride.
Electric Sign Description

If Sign Shop Inspection or Field Sign Inspection is selected from the Other dropdown menu, the Electric Sign Description window will open. Click the +Add Sign Description button to add a sign.
The **Electric Sign Description** window will open to enter detailed information for the electric sign.

1. **Sign Dimensions (feet)**: Enter the sign dimensions in feet.
2. **Total square feet of sign**: Enter the total square footage of the sign.
3. **Total circuits in sign**: Enter the total number of circuits in the sign.
4. **Total lamps**: Enter the total lamps for the sign.
5. **Watts (lamps)**: Enter the wattage of the lamps.
6. **Number of transformer(s)**: Enter the number of transformers used.
7. **V.A (Volt Ampere) of each transformer**: Enter the volt ampere for each transformer used.
8. **Total watts or V.A. (Volt Ampere)**: Enter the total watts or total voltage ampere.
9. **AWG (American Wire) gauge of wire**: Enter the gauge of the wire.
10. **Number of sockets per circuit**: Enter the number of sockets per circuit.
11. **Material and gauge used in sign construction (give details)**: Enter details on the material and gauge used for the sign construction.
12. **Make of sign**: Enter the make of the sign.
13. **Manufacturer of sign**: Enter the manufacturer of the sign.
14. **Manufacturer address**: Enter the address of the manufacturer.
15. **Save**: Click Save to add the Electric Sign Description.
16. **Cancel**: Click Cancel to return to the previous screen.

![Electric Sign Description Window](image)
The sign is added to the grid. The total number of signs and total fees will automatically be calculated.

Enter the **Shop Location** information for the sign(s).

1. **House Number**: Enter the house number of the job location.
2. **Street Name**: Enter the street name of the job location.
3. **Borough**: Select the borough of the job location from the dropdown menu.
4. **Block**: Enter the block number of the job location.
5. **Lot**: Enter the size of the lot associated with the job location.
6. **Location Comments**: Enter any comments regarding the sign(s) location.
Service Switches

Enter information associated with any service switches.

1. **Item**: Lists five categories of amps. You may enter information for more than one.
2. **Quantity**: Enter the number of amps in each category to describe the job.
3. **Cost**: The cost will be calculated for you.
4. **Fee amount**: The fee amount will be calculated for you.
5. **Indicate number and size**: Enter number and size of service switches.
Ser. Ent. & FDr Cond. (Each Set)  DP  FR  O  EL

Enter information associated with any service entrances or conductors.

1. **Item**: Select among four choices. You may choose more than one.
2. **Quantity**: Enter the quantity in each category to describe the job.
3. **Cost**: The cost will be calculated for you.
4. **Fee amount**: The fee amount will be calculated for you.
5. **Indicate number and size**: Complete this information to describe each item.

![Image of Ser. Ent. & FDr Cond. (Each Set) table]
Panels

Enter information associated with any panels.

1. **Item**: Select among four items. You may choose more than one.
2. **Quantity**: Enter the quantity of each to describe the job.
3. **Cost**: The cost will be calculated for you.
4. **Fee amount**: The fee amount will be calculated for you.
5. **Indicate number and size**: Complete this information to describe each item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
<th>Fee amount</th>
<th>Indicate number and size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1Ø up to 20-1 or 10-2 pole breakers</td>
<td></td>
<td>$15.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>1Ø over 20-1 or 10-2 pole breakers</td>
<td></td>
<td>$37.50</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3Ø up to 225 amps</td>
<td></td>
<td>$50.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3Ø over 225 amps</td>
<td></td>
<td>$75.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
Elevators, Escalators, Material Lifts

Enter information associated with any elevators, escalators, and material lifts.

1. **Item.** Select items to enter information for Elevators, Escalators, and Material Lifts.
2. **Quantity.** Enter the quantity in each category to describe the job.
3. **Cost.** The cost will be calculated for you.
4. **Fee amount.** The fee amount will be calculated for you.
5. **Indicate number and size.** Complete this information to describe each item.

![Elevators, Escalators, Material Lifts Table]

Boiler Controls

Enter information associated with any boiler controls.

1. **Item.** Enter information for Boiler Controls.
2. **Quantity.** Enter the quantity to describe the job.
3. **Cost.** The cost will be calculated for you.
4. **Fee amount.** The fee amount will be calculated for you.
5. **Indicate number and size.** Complete this information to describe each item.

![Boiler Controls Table]
Floor Descriptions 🟠🟦🟨🟩

To add a floor description, click the **Add Floor Description** button.
This will open the **Floor Work Description** window. Complete the following required fields:

1. **Location**: Select the location from the dropdown menu.
2. **Description of the Location**: Enter a description of the location.
3. **Outlets**: Enter information in fields to describe --
   a. Fixtures
   b. Switch
   c. Receptacles AT
   d. Receptacles A/C
4. **Motors/Generators**: Enter Quantity of Motors/Generators and Total HP KW.
5. **Heaters**: Enter Quantity of Heaters and Total KW.
6. **Transformers**: Enter Quantity of Transformers and Total KVA.
7. **Save**: Click **Save** to add the floor work description.
8. **Cancel**: Click **Cancel** to return to the previous screen.

Repeat these steps to add additional floor work descriptions and save each entry.
After information has been entered in the Floor Work Description field, it will be displayed under Floor Descriptions.

1. **Add Floor Description button.** Select to complete job descriptions on additional floors.
2. **Floor.** This field displays the floors on which work is planned. It is view-only.
3. **Edit icon.** Select an item and click on this icon to view.
4. **Delete (trashcan) icon.** Select an item and click on this icon to delete.
Service / Meter Equipment

Enter information associated with any service/meter equipment.

1. **Number of 3 Wire**: Enter the number of 3 wires.
2. **Number of 4 Wire**: Enter the number of 4 wires.
3. **Number of 10 Point**: Enter the number of 10 points.
4. **Number of Existing Meters**: Enter the number of existing meters.
5. **Number of New Meters**: Enter the number of new meters.
6. **Number of Removed Meters**: Enter the number of removed meters.
7. **Total Number of Meters**: This field will be autopopulated based upon the input information.

<table>
<thead>
<tr>
<th>Service/Meter Equipment</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of 3 wire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of 4 wire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of 10 point</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Existing meters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of New meters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Removed meters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of meters</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

.
Documents

This section displays a list of required documents that need to be uploaded. The required documents are determined based on the content of each specific job filing.

Please note: If you believe Required Documents are listed that are not required, please contact DOB at www.nyc.gov/dobnowhelp and request a document waiver or deferral.

View 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, Rejected, and Accepted.
4. **Prior To**: Specifies the stage by which the document must be uploaded. Options include Permit Issued or Approval.
   a. Documents that are required prior to Permit Issued must be uploaded before the filing can be submitted to the DOB.
   b. Documents that are required prior to Approval must be uploaded before an application can be approved by DOB Inspections.
5. **Upload**: Allows you to upload the document by clicking on the button.
Upload 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 Choose File 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.*
A message will appear confirming the document upload was successful. Click **OK** to return to the previous screen.

Status for that document will change to **Pending**. Once this document has been reviewed and accepted by the Department of Buildings, the document status will be updated to **Accepted**.

If you upload a document in error, simply replace the document with the correct document by clicking the upload button and uploading the correct document.
Make Payments

To submit a filing, you must pay the required fees associated with the filing. Fees are calculated while completing fields throughout the filing process. Filing fees are paid through the City Pay Portal by following the steps below. Parts fees will continue to be deducted from the Applicant’s Firm Account.

Please note that you must allow popups 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 the Pay Now button in the Payment Summary section.

The Payment Confirmation window will appear.

1. Select Confirm to proceed with payment.
2. Select Cancel 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.

www.nyc.gov/dobnowinfo
Statements & Signatures

The Statements & Signatures section requires the Applicant of Record to complete before a filing can be submitted.

Applicant’s Statements & Signatures

After reading the terms, the Applicant of Record must click the check box to sign each section. The Applicant of Record’s name and current date will autopopulate once the check box is clicked.

Applicant’s - Statements & Signatures

I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, or report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency. I may be barred from filing further applications or documents with the department.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.

I, the undersigned Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYC Energy Conservation Code. I further acknowledge that I have received Electrical Advisory Board approval for all electrical work described herein where such approval is required under the Department’s code and regulations.

**PENALTY FOR FALSIFICATION:** Falsification of any statement made herein with intent to defraud or deceive is a misdemeanor (Sec. 27-3017 (b), (c) of NYC Admin. Code) SUBSTANTIAL REVISIONS to this application will require the filing of a new application, with the appropriate fee.

Name: [ ] Date: [ ]
Certification of Owner Authorization for Electrical Work

The Applicant of Record may select Yes or No for the following question: **Does the application involve authorization to power or energize a meter?**

If Yes and upon agreement of terms, the Owner must click the check box to sign. The Owner’s name and current date will autopopulate once the check box is clicked.

Does the application involve a new or amended Certificate of Occupancy and/or service or meter work? Select Yes or No.
If Yes, read the section Certification section. Check the box before the section to confirm your acknowledgement. The applicants name and date will autopopulate.
File a Job/Preview to File

When the applicant is ready to submit the job filing to DOB, the Master/Special Electrician must click the Preview to File button found at the top of any section and at the bottom of the Statements and Signatures section.

*Please note: Only a Master or Special Electrician can file an Electrical (ED16A) filing.*

After clicking the Preview to File, a summary screen window will appear. The Preview to File button may be clicked at any time to identify missing information that will be highlighted in red. The Applicant of Record is required to review all information that has been entered before submitting the job filing.

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.
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 Master/Special Electrician’s name and current date will automatically appear and the File button will activate.

Click File once the box is checked to submit the final application.

Once the filing is submitted, it is automatically accepted by the DOB. To print the permit, see the Print Work Permit section of this document for details.
Additional Actions

View Filing/ Payment History/ Trace History/ Property Profile

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

1. **View Filing**: View a PDF summary of the job filing details.
2. **Payment History**: View a tabulated history of all payments made on the filing.
3. **Trace History**: View a tabulated history of actions taken on the filing.
4. **Property Profile**: View information about the property.

**View Filing**

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

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

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

The payment history details can be sorted according to the following column headers:

1. **Filing Number**: Indicates the filing number.
2. **Invoice Number**: Unique invoice number generated for a payment.
3. **Merchant Amount**: Fees paid minus any service fees.
4. **Service Fee**: Service fee if there is one associated with payment.
5. **Total Amount**: Total amount paid.
6. **Fee Type**: Indicates fee type.
7. **Transaction Date**: Date of the transaction.
View Trace History

Click 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.
View Property Profile

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

A new window will open with additional details on the property. Scroll down to view all information.

---

**Property Profile**

<table>
<thead>
<tr>
<th>Building</th>
<th>Street</th>
<th>Zip Code</th>
<th>Bin #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROADWAY</td>
<td>274-286</td>
<td>MANHATTAN 10007</td>
<td>1079225</td>
</tr>
<tr>
<td>CHAMBERS STREET</td>
<td>33-63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READE STREET</td>
<td>31-41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Building Characteristics**

- Health Area: 7700
- Tax Block: 153
- Census Tract: 31
- Tax Lot: 1
- Cross Street(s): CHAMBERS STREET, READE STREET
- Cross Street(s) Type: Condo
- Buildings on Lot: 1
- Vacant: NO
- DOB Special Place Name: NO
- DOB Building Remarks: NO
- Landmark Status: L - LANDMARK
- Special Status: N/A
- Local Law: NO
- Loft Law: NO
- SRO Restricted: NO
- 'A' Restricted: NO
- U8 Restricted: NO
- Environmental Restrictions: N/A
- Grandfathered Sign: NO
- Legal Adult Use: CITY OWNED
- Additional Bills for Building: NONE
- Special District: UNKNOWN

This property is located in an area that may be affected by the following:
- Tidal Wetlands Map Check: YES
- Freshwater Wetlands Map Check: YES
- Coastal Erosion Hazard Area Map Check: YES
- Special Flood Hazard Area Map Check: YES

Department of Finance Building Classification: OS-OFFICE BUILDINGS

*Please Note:* The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.
Complete Post Approval Amendment (PAA)

The steps below outline how to file a Post Approval Amendment (PAA). When filing a PAA, the Applicant of Record cannot be changed. Use steps listed under Submit an Initial Job Filing to change the filing.

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.
After clicking Save, a new filing number will be generated with a suffix that begins with a “P”, indicating PAA.

*Please note:* “11” will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.

If your filing is not fee-exempt, the Parts Fee will be displayed in the Payment Summary section of Application Highlights. This fee will be deducted from the Firm Account.

Before submitting the PAA, ensure that all required documents are uploaded, the Statements & Signatures section is complete, and associated fees are paid. Click the Preview to File button at the top of the dashboard, agree to the accuracy of the filing by checking the box, and click File.
Complete 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.

Subsequent filings can be filed for the same work type or other work types.
You will be redirected to the job filing screen where you will now be able to complete the required forms on each of the tabs, upload required documents, make payments, complete Statements and Signatures, Preview to File, and File.

To complete the subsequent filing for a job, follow the same steps as previously used to complete the initial filing. After the first time you save the filing, the Filing Type under **Application Highlights** will appear as Subsequent 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 filing numbers begin with an “I,” and subsequent filing numbers begin with an “S.”
Print Work Permit

Work permits for Electrical filings will not appear on the My Work Permits tab. There are two ways to print Work Permits using the My Jobs or Job Number Search tabs. This section will provide steps for printing permits using these tabs.

Print Permit (Using My Jobs Tab)

Locate the electrical filing on the My Jobs tab.

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 with Landscape orientation.*
Print Permit (Using Job Number Search Tab)

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

After performing a search, in the results, go to the Filing Action column. Click on Print Work Permit option from the Select Action dropdown menu.
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 with Landscape orientation.*
Appendix

Job Filing Number Format

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Number</td>
<td>Borough code letter followed by an 8-digit number</td>
<td>Bronx: X00000001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Queens: Q00000001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brooklyn: B00000001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manhattan: M00000001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staten Island: S00000001</td>
</tr>
<tr>
<td>Filing Number</td>
<td>Filing code letter followed by a 1-digit number</td>
<td>Initial Filing: I1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subsequent Filing: S1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Approval Amendment: P1</td>
</tr>
<tr>
<td>Job Filing Number</td>
<td>Job Number hyphenated with Filing Number</td>
<td>Initial Filing: M00000001-I1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Approval Amendment: M00000001-P1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subsequent Filing: M00000001-S1</td>
</tr>
<tr>
<td>Permit Number</td>
<td>Job Filing Number hyphenated with Work type code</td>
<td>Antenna Work Permit Number: M00000001-I1-EL</td>
</tr>
</tbody>
</table>

In-Conjunction Work Types

<table>
<thead>
<tr>
<th>Work Types That Can Be Filed Together</th>
<th>Work Types That Must Be Standalone Filings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk Shed</td>
<td>Antenna</td>
</tr>
<tr>
<td>Supported Scaffold</td>
<td>Curb Cut</td>
</tr>
<tr>
<td>Construction Fence</td>
<td>Signs</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Electrical</td>
</tr>
<tr>
<td>Sprinkler</td>
<td>Elevators</td>
</tr>
<tr>
<td>Standpipe</td>
<td></td>
</tr>
</tbody>
</table>
List of Acronyms

Work Type Acronyms
• AN: Antenna
• BL: Boiler
• CC: Curb Cut
• CH: Chute
• DM: Demolition and Removal
• EL: Electrical
• EQ: Construction Equipment
• EW: Equipment Work
• FA: Fire Alarm
• FB: Fuel Burning
• FN: Construction Fence
• FP: Fire Suppression
• FS: Fuel Storage
• MH: Mechanical/HVAC
• OT: Other
• PL: Plumbing
• SD: Standpipe
• SF: Supported Scaffold
• SG: Sign
• SH: Sidewalk Shed
• SP: Sprinkler
• VT: 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
• 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
• RLA: Registered Landscape 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