A major expansion of DOB NOW on March 1, 2021 includes changes for the addition of New Building and Alteration-CO (formerly Alt-1) job types. The elevator application has not changed. However, there are new steps to create an initial filing. The below instructions provide step-by-step instructions.

How to create an initial filing:

1. Once you log into DOB NOW, the Welcome page displays. Click the DOB NOW: Build icon and then select New Building, Alteration, No Work.

2. The DOB NOW dashboard displays. The Job Filings tab displays by default. Select + Job Filing.
3. To add an Elevator filing, select the Alteration tab and answer No to the prompted question. Click Next to proceed.

4. Several questions about the Alteration will appear. Select No to all the questions and click on the Elevators work type. Click Next to create an initial job filing.

For more information about DOB NOW: Build for Elevator Filings, visit the Resources Page. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.