DOB NOW: Build – Request a Letter of Completion (PW7) Step-By-Step Guides

This Step-by-Step Guide includes instructions for entering data to create and submit Job Filings in DOB NOW: Build for Work Types that utilize the Letter of Completion (PW7) form. It does not represent all the filing requirements for any given application.

Work Types that utilize Letter of Completion (PW7) in DOB NOW: Build

- Antenna
- Construction Fence
- Curb Cut
- Mechanical Systems
- Boiler Equipment
- Plumbing
- Sidewalk Shed
- Sign
- Sprinklers
- Standpipe
- Structural
- Supported Scaffold
There are two ways to request a Letter of Completion. The following steps will outline each process.

In this Step-by-Step Guide, you will learn how to:

- Request a LOC from the Action Column
- Request a LOC using the +Request LOC button

3
7
Request a LOC from the Action Column

Complete the following steps to request a Letter of Completion (PW7) from the Action Column:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Note" /></td>
<td>A Letter of Completion (PW7) can be requested by Applicant or Owner for Job Filings that are in Sign-off status.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Before a Letter of Completion (PW7) can be processed:</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>- The Special and/or Progress Inspectors must sign the Certification of Completion within each Requirement on the applicable Technical tabs (TR1/TR2/TR3/TR8). See Complete TR1 &amp; TR8: Certify an Inspection Step-by-Step Guides.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>- The Cost Affidavit (PW3) Final Cost must be verified or updated.</td>
</tr>
<tr>
<td><img src="image" alt="Locate" /></td>
<td>Locate the Job Number for the Letter of Completion request on the Dashboard.</td>
</tr>
<tr>
<td><img src="image" alt="Locate" /></td>
<td>If not visible, scroll to the right in order to view the Filing Action column.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>1.</td>
<td>A Confirm pop-up window with the message “Please confirm if you would like to proceed with request letter of completion” displays. Click Yes to close the notification.</td>
</tr>
</tbody>
</table>

![Confirm pop-up window](image1.png)

The Request Letter of Completion pop-up window displays.

![Request Letter of Completion](image2.png)

2. Enter Comments.

![Comments field](image3.png)

3. Select the checkbox in the Statements and Signatures section.

![Statements and Signatures](image4.png)

By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to 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 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.

<table>
<thead>
<tr>
<th>Requester Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
The Signature and Date auto-populate.

5. Statements and Signatures*

By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to 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 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.

<table>
<thead>
<tr>
<th>Requester Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOE ADAM</td>
<td>02/04/2019</td>
</tr>
</tbody>
</table>

(Electronically Signed)

4. Click Save.

5. A Notification pop-up window with the message “LOC saved successfully” displays. Click OK to close the notification.

Notification
LOC saved successfully.

OK
### Step 6

**Click Submit.**

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Statements and Signatures</strong></td>
</tr>
<tr>
<td>By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to 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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Requester Signature: JOE ADAM</td>
</tr>
<tr>
<td>Date: 02/04/2019</td>
</tr>
<tr>
<td>(Electronically Signed)</td>
</tr>
</tbody>
</table>

A Notification pop-up window with the message **“LOC submitted successfully”** displays.

Click **OK** to close the notification.

For Standard Plan Examination or Review the Status Bar updates to **LOC Issued.**

For Professional Certification the Status Bar updates to **LOC Issued.**

You have completed the Request a LOC from the Action Column Step-by-Step Guide.
Request a LOC Using the +Request LOC Button

Complete the following steps to request a LOC (PW7) using the +Request LOC button:

1. **Click the + Request LOC button.**

2. **Enter the Job Filing Number.**
   **Click Get Jobs.**

   The Request Letter Of Completion pop-up window displays.

3. **Select Request LOC from Filing Action drop-down list.**
4. A Confirm pop-up window with the message “Please confirm if you would like to proceed with request letter of completion” displays. Click Yes to close the notification.

5. Enter Comments.

6. Select the Statements and Signatures checkbox.
The Signature and Date auto-populate.

5. Statements and Signatures*

By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to 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 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.

Requester Signature  
JOE ADAM  
(Electronically Signed)  
Date  
02/04/2019

7. Click Save.

8. A Notification pop-up window with the message “LOC saved successfully” displays. Click OK to close the notification.
9. Click Submit.

A Notification pop-up window with the message “LOC submitted successfully” displays.
Click OK to close the notification.

For Standard Plan Examination or Review the Status Bar updates to LOC Issued.

For Professional Certification the Status Bar updates to LOC Issued.

You have completed the Request a Letter of Completion (PW7) Step-by-Step Guides.