
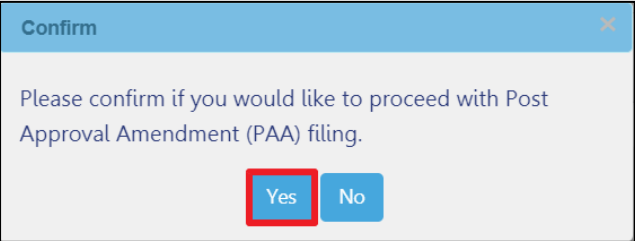

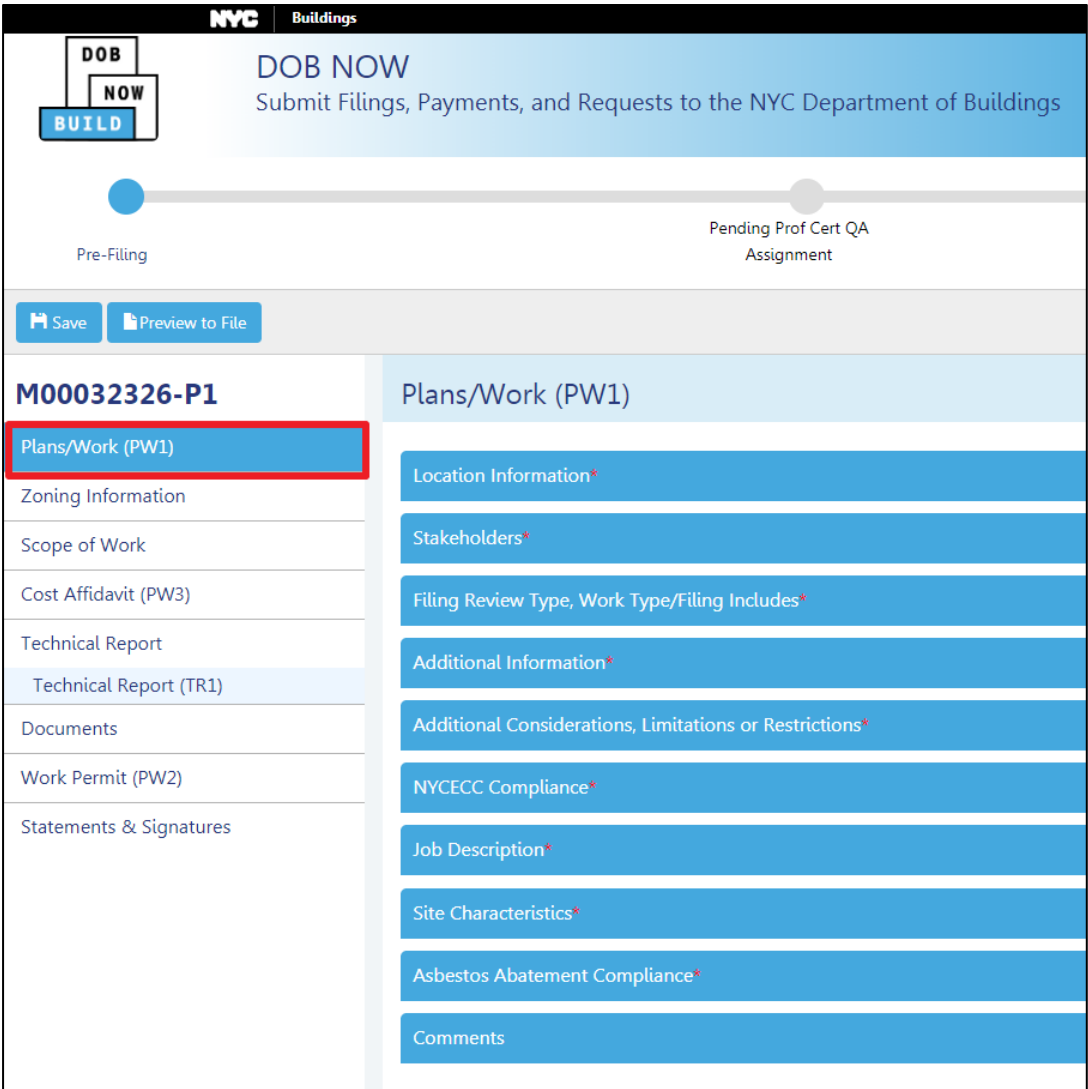

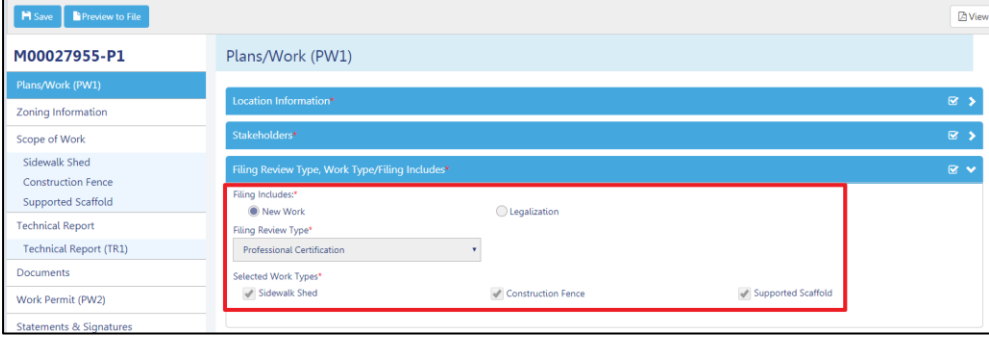
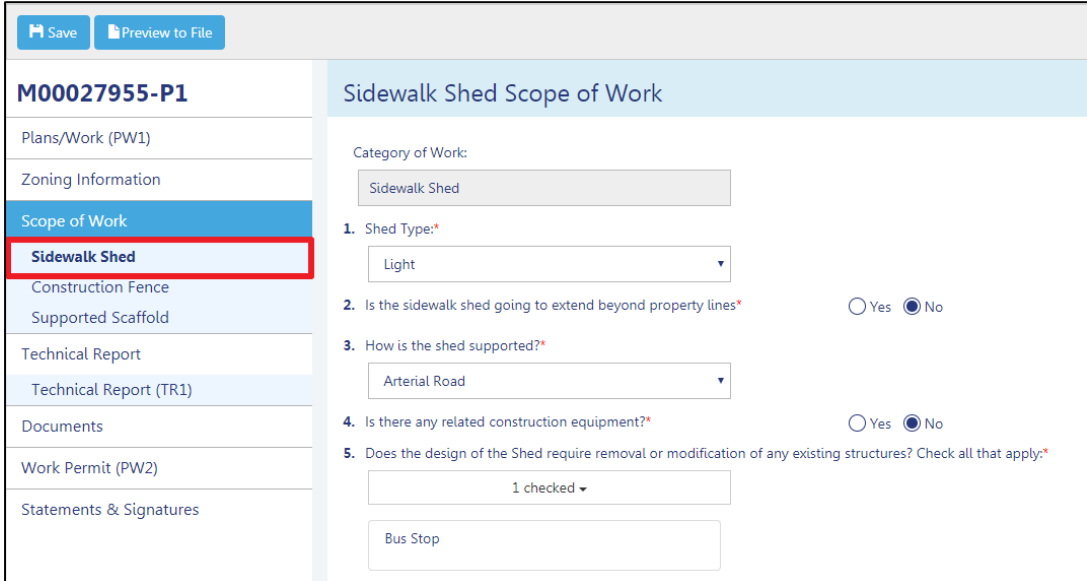


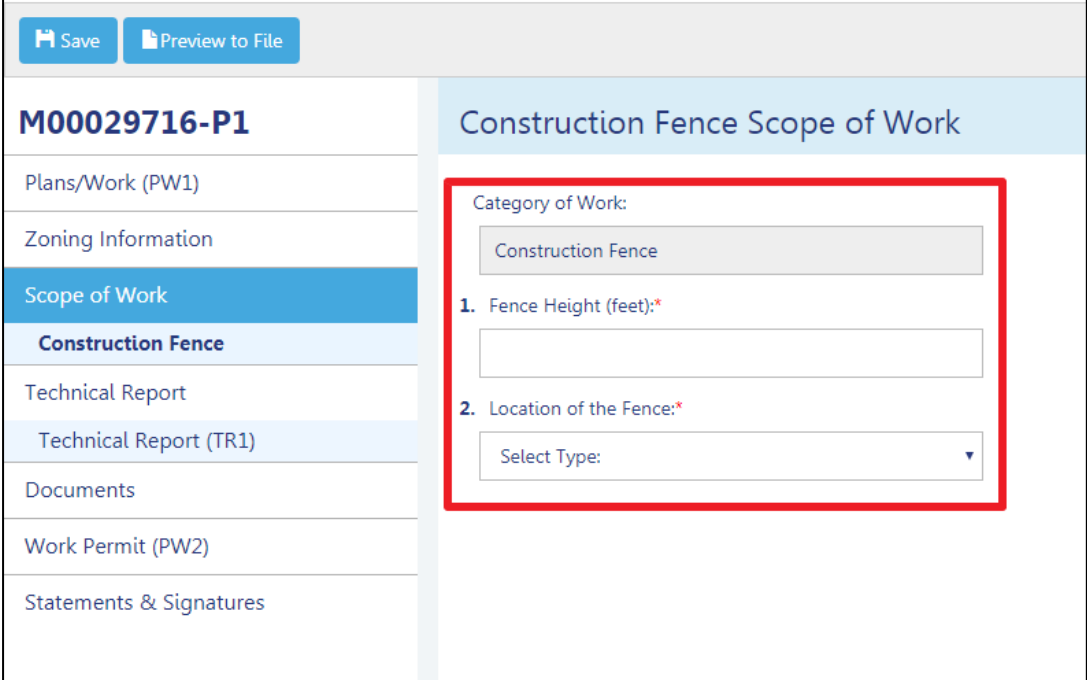
# DOB NOW: *Build* — Submit Post Approval Amendment Step-By-Step Guides

In this Step-by-Step Guide, you will learn how to complete the following steps to submit a PAA:


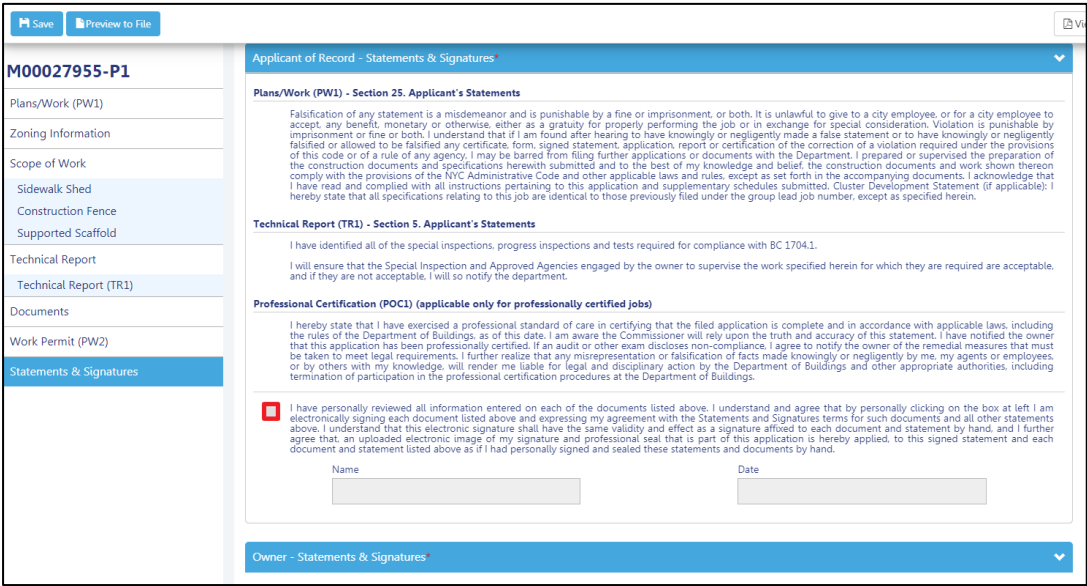
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	<p><b>Note</b> A Post Approval Amendment or PAA allows the user to amend the Scope of Work within the category of work filed for under the permit.</p>																																																																															
1.	<p>Locate the <b>Job Filing</b> that requires updates.</p> <table border="1" data-bbox="302 823 1386 1066"> <thead> <tr> <th>Job Number</th> <th>Filing No.</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> </tr> <tr> <td>S00329213</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> </tbody> </table>	Job Number	Filing No.	Filing Type	Filing Status	S00329340	I1	New Job Filing	Pre-Filing	S00329213	I1	New Job Filing	Permit Issued																																																																			
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Step	Action
3.	<p>The Confirm pop-up window with the message <b>“Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing”</b> displays.</p> <p>Click <b>Yes</b> to proceed with submitting the PAA.</p> 
	<p>A new Job Filing opens with the <b>Plans/Work (PW1)</b> tab populated.</p> 





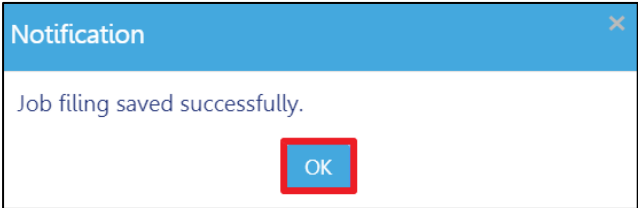

Step	Action
	<p><b>Note</b> If applicable to the work type, the <b>New Work</b> section is grayed out. These fields are NOT editable.</p> 
<p>4.</p>	<p>Select the applicable <b>Scope of Work</b> tab (e.g. <b>Sidewalk Shed</b>).</p> 

Step	Action
5.	<p>Click on all necessary fields, tabs, and drop-down lists to make applicable changes to the filing.</p> 

**DOB NOW: *Build* – SUBMIT POST APPROVAL AMENDMENT STEP-BY-STEP GUIDE**

Step	Action
6.	<p>Select the <b>Statements &amp; Signatures</b> tab.</p> 
7.	<p>Read all <b>Applicant of Record – Statements</b> and select the checkbox to electronically sign.</p> 

**DOB NOW: *Build* – SUBMIT POST APPROVAL AMENDMENT STEP-BY-STEP GUIDE**

Step	Action
	<p><b>Note</b> The <b>Name</b> and the <b>Date</b> fields will auto-populate after the checkbox is clicked.</p>
	<p><b>Note</b> The job number generated in the initial filing is the same as the initial filing’s job number with P1 added as a suffix. (e.g., S00298067-P1).</p>
	<p>Click <b>Save</b>.</p> 
<p>8.</p>	<p>A Notification pop-up window with the message “<b>Job filing saved successfully</b>” displays.</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p><b>Note</b> Continue with the steps under the Preview to File Step-by-Step Guide to re-submit the Job Filing.</p>
<p>You have completed the Post Amendment Approval Filing Step-by-Step Guide.</p>	