


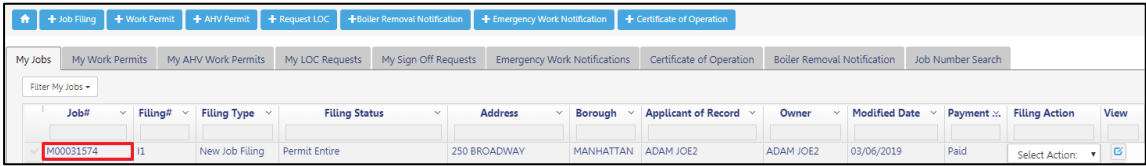
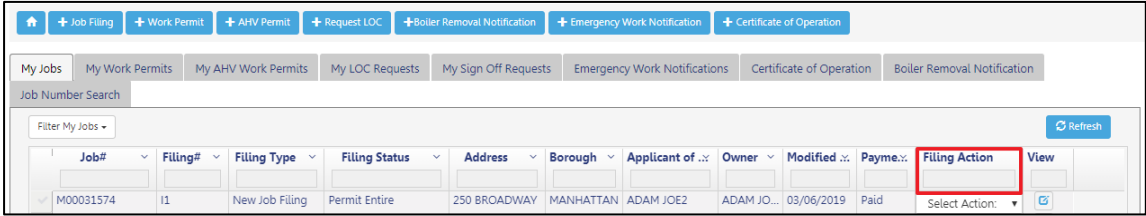
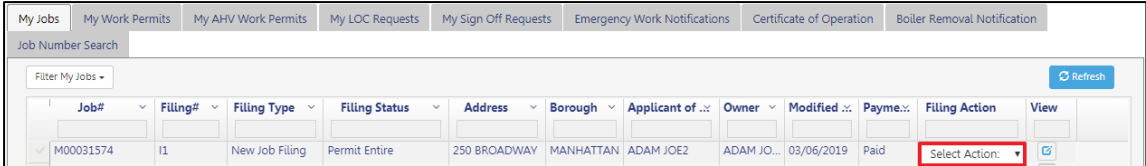
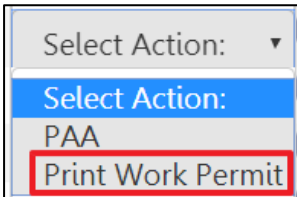
DOB NOW: *Build* – Print and Renew Work Permit Step-By-Step Guides

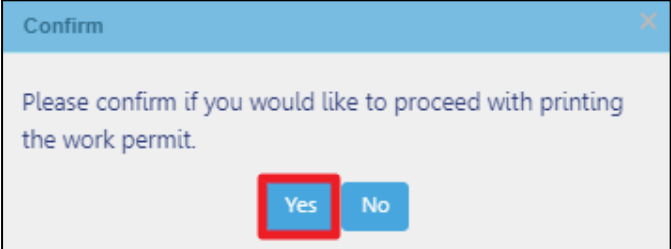

In this Step-by-Step Guide, you will learn how to:

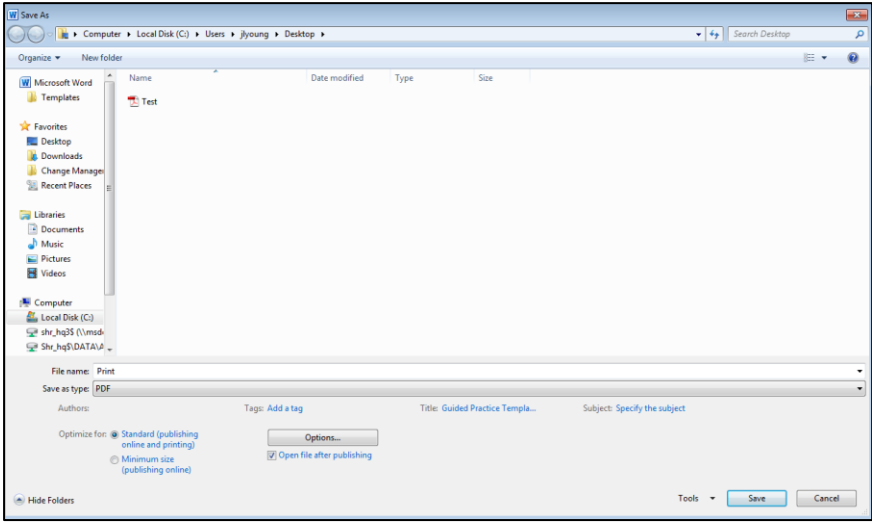
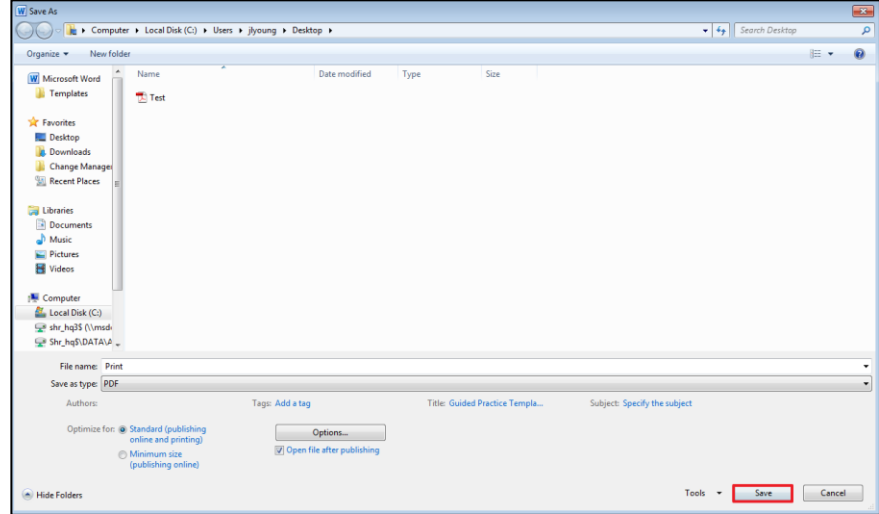

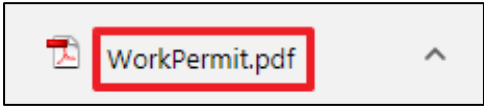
Print a Work Permit from the Filing Action Column _____	2
Print a Work Permit from the Job Number _____	6
Renew a Work Permit Step-by-Step Guide _____	10

Print a Work Permit from the Filing Action Column

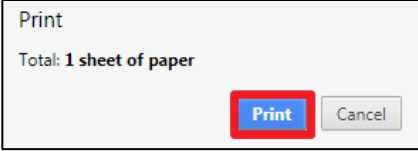

Complete the following steps to print a work permit from the Filing Action column:

Step	Action
	<p>Note There are two ways to print a Work Permit. The following steps will outline each process.</p>
<p>1.</p>	<p>Locate the Job Number for the filing that you would like to print.</p> 
<p>2.</p>	<p>Locate the Filing Action column.</p> 
<p>3.</p>	<p>From the Filing Action drop-down list, select Select Action.</p> 
<p>4.</p>	<p>Select Print Work Permit from the Filing Action drop-down list.</p> 

Step	Action
5.	<p>A Confirm pop-up window with the message “Please confirm if you would like to proceed with printing the work permit” displays.</p> <p>Click Yes to continue.</p> 
	<p>The Work Permit displays.</p>
6.	<p>Click Print to PDF.</p> 

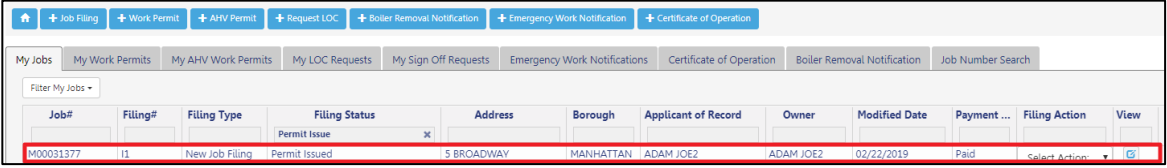
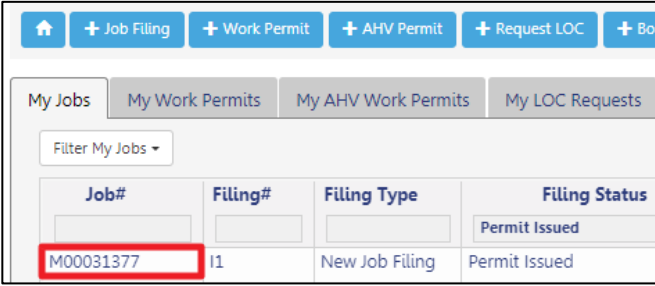

Step	Action
7.	<p>A Save As window displays.</p> 
8.	<p>Click Save.</p> 
	<p>A PDF link displays in the bottom left corner of your screen (e.g., WorkPermit.pdf).</p>
9.	<p>Click WorkPermit.pdf.</p> 


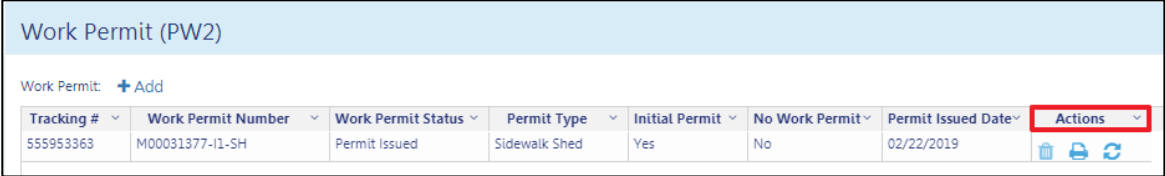

DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDES

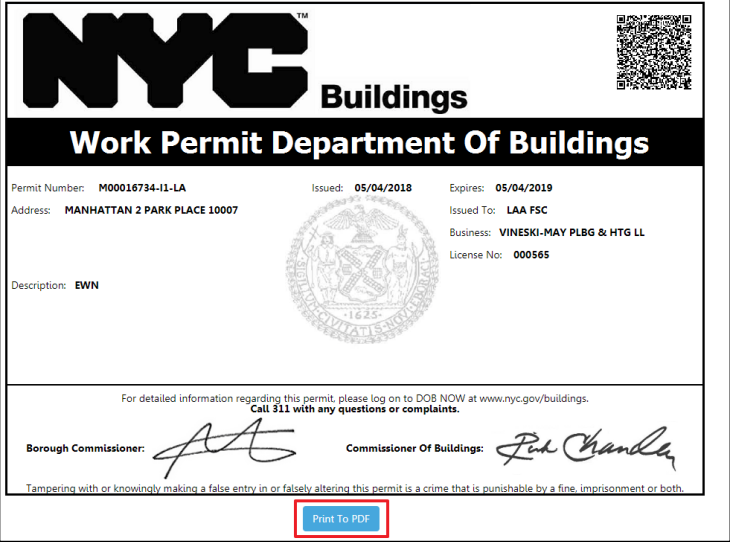
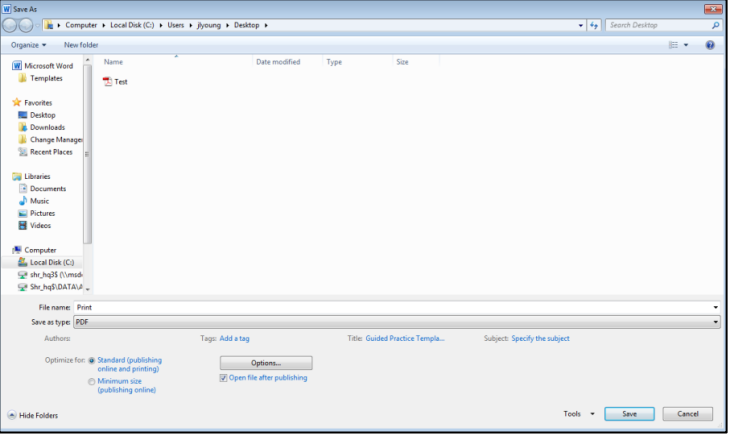
Step	Action
10.	<p>Click Print.</p> 
	<hr/> <p>Note The Work Permit is also accessible in the Job Filing on the Work Permits tab.</p> <hr/>
<p>You have completed the Print a Work Permit from a Filing Action Step-by-Step Guide.</p>	

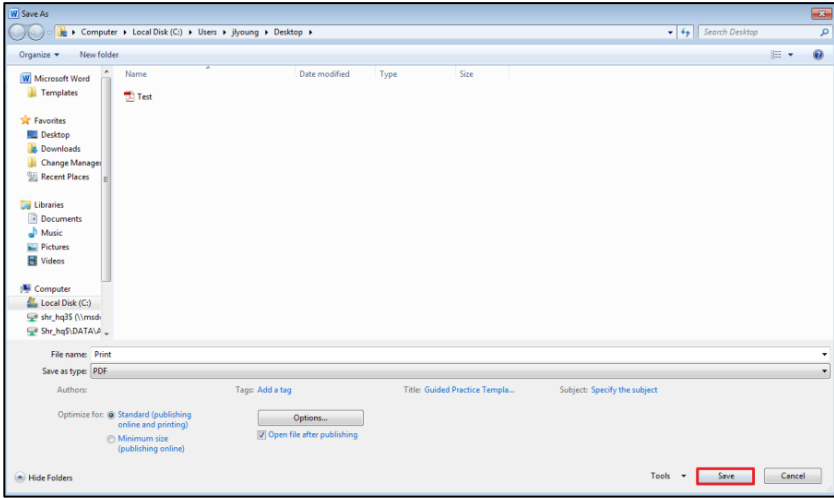

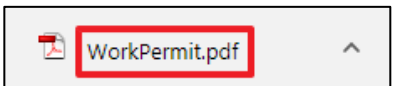
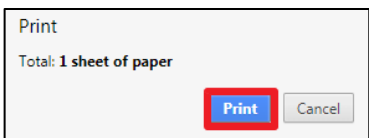
Print a Work Permit from the Job Number

Complete the following steps to print a work permit from the Filing Action column:

Step	Action
1.	<p>Locate the Job Filing associated with the permit you would like to print.</p> 
2.	<p>Double-click the Job Number.</p> 
3.	<p>A Job Info pop-up window displays.</p> <p>Click OK to display the filing.</p> 

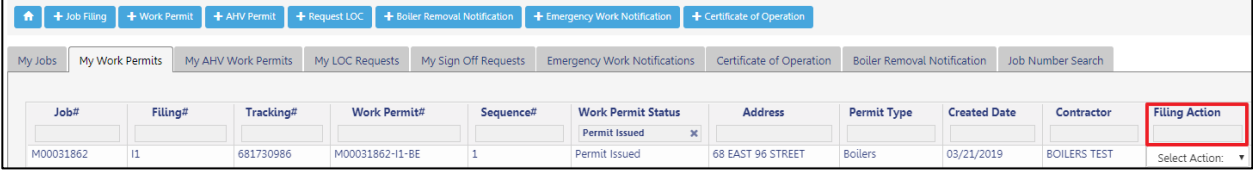
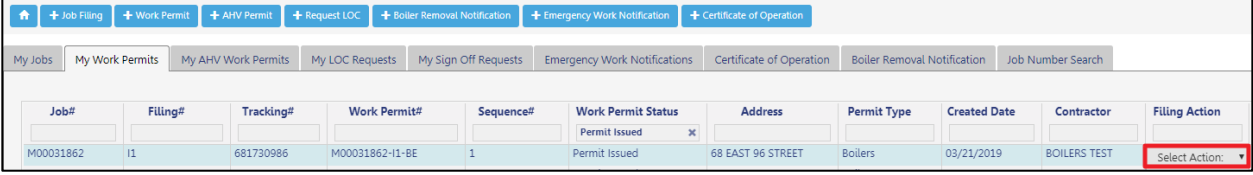
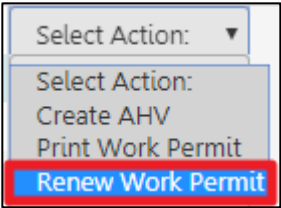
Step	Action																
4.	<p>Select the Work Permit (PW2) tab.</p>  <p>M00031377-I1</p> <ul style="list-style-type: none"> Plans/Work (PW1) Zoning Information Scope of Work <ul style="list-style-type: none"> Sidewalk Shed Construction Fence Supported Scaffold Technical Report <ul style="list-style-type: none"> Technical Report (TR1) Documents Work Permit (PW2) Statements & Signatures 																
5.	<p>Locate the Actions column.</p>  <p>Work Permit (PW2)</p> <p>Work Permit: + Add</p> <table border="1"> <thead> <tr> <th>Tracking #</th> <th>Work Permit Number</th> <th>Work Permit Status</th> <th>Permit Type</th> <th>Initial Permit</th> <th>No Work Permit</th> <th>Permit Issued Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>555953363</td> <td>M00031377-I1-SH</td> <td>Permit Issued</td> <td>Sidewalk Shed</td> <td>Yes</td> <td>No</td> <td>02/22/2019</td> <td> </td> </tr> </tbody> </table>	Tracking #	Work Permit Number	Work Permit Status	Permit Type	Initial Permit	No Work Permit	Permit Issued Date	Actions	555953363	M00031377-I1-SH	Permit Issued	Sidewalk Shed	Yes	No	02/22/2019	
Tracking #	Work Permit Number	Work Permit Status	Permit Type	Initial Permit	No Work Permit	Permit Issued Date	Actions										
555953363	M00031377-I1-SH	Permit Issued	Sidewalk Shed	Yes	No	02/22/2019											
6.	<p>Select the Printer icon from the Actions column.</p>  <p>Actions ▾</p> <ul style="list-style-type: none"> 																

Step	Action
7.	<p>Click Print To PDF.</p> 
8.	<p>A Save As window displays.</p> 


Step	Action
9.	<p>Click Save.</p> 
	<p>A PDF link displays in the bottom left corner of your screen (e.g., WorkPermit.pdf).</p>
10.	<p>Click WorkPermit.pdf.</p> 
11.	<p>Click Print.</p> 
<p>You have completed the Print a Work Permit from the Job Number Step-by-Step Guide.</p>	

Renew a Work Permit Step-by-Step Guide

The Applicant or Contractor can complete the following steps to renew a Work Permit:

Step	Action
1.	<p>Select the My Work Permits tab.</p>  <p>The screenshot shows the 'My Work Permits' tab highlighted in red. Below the navigation tabs is a table with columns: Job#, Filing#, Tracking#, Work Permit#, Sequence#, Work Permit Status, Address, Permit Type, Created Date, Contractor, and Filing Action. The first row contains data for Job# M00031862, Filing# 11, Tracking# 990839569, Work Permit# Permit is not yet issued, Sequence#, Work Permit Status Pre-filing, Address 68 EAST 96 STREET, Permit Type Boilers, Created Date 03/21/2019, Contractor BOILERS TEST, and Filing Action Select Action.</p>
2.	<p>Locate the Job Filing associated with the Permit you would like to Renew.</p>  <p>The screenshot shows the 'My Work Permits' tab. The table row for Job# M00031834, Filing# 11, Tracking# 240297920, Work Permit# M00031834-11-BE, Sequence# 1, Work Permit Status Permit Issued, Address 140 BROADWAY, Permit Type Boilers, Created Date 03/21/2019, Contractor BOILERS TEST, and Filing Action Select Action is highlighted in red.</p>
3.	<p>Locate the Filing Action column.</p>  <p>The screenshot shows the 'My Work Permits' tab. The 'Filing Action' column header in the table is highlighted in red.</p>
4.	<p>From the Filing Action drop-down list, Select Action.</p>  <p>The screenshot shows the 'My Work Permits' tab. The 'Filing Action' column for Job# M00031862 is open, showing a dropdown menu with the option 'Select Action' highlighted in red.</p>
5.	<p>Select Renew Work Permit from the Filing Action drop-down list.</p>  <p>The close-up shows the dropdown menu with options: Select Action, Create AHV, Print Work Permit, and Renew Work Permit. The 'Renew Work Permit' option is highlighted in red.</p>

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Step	Action
6.	Refer to the Add Work Permit (PW2) Step-by-Step Guide for instructions on adding a Work Permit.
	<hr/> Note Upon Permit Renewal, the Permit Expiration Date is updated . The Permit Number does not change , but the sequence number increases by 1 (e.g. 1, 2, 3...). <hr/>
You have completed the Renew a Work Permit Step-by-Step Guide.	