DOB NOW: Build Information Session Highlights

1. To request assistance with DOB NOW, I can contact DOB Customer Service at ____________________________________________

2. As of ____________________, all new Sidewalk Shed, Supported Scaffold, Construction Fence, and Sign filings must be made in DOB NOW: Build.

3. Filings that already have a BIS Job Number will ____________________________________________

4. _______________ and ________________________ and ________________________ filings can be filed together in DOB NOW.

5. ____________________________ filings must be filed separately.

6. These processes/requests for DOB NOW jobs should be submitted through the DOB NOW Help form accessible at ____________________________
   a. Withdrawal and Superseding Requests
   b. Document Waivers or Deferrals
   c. Al1 – Additional Information
   d. PER11 – Manual Appointment Request
   e. CCD1/ZRD1 – Construction Code Determination and Zoning Resolution Determination
f. L2 – Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

7. These main roles must register in eFiling before they can use DOB NOW: Build.

8. To ensure DOB NOW performs properly, I should turn off

                       for the site.

9. The URL for DOB NOW is ________________________________.

10. To search for a job filing, I go to the ______________________________ tab on my Dashboard.

11. The ______________________________ section of the form shows a summary of the filing, displays payment details, and includes the Pay Now button.
12. To create a new job filing, I click ______________________________ from the
__________________________________________________________.

13. Fields with marked with a __________________________ are required.

14. To save a filing for the first time and generate a Job Number, I must complete, at
a minimum, these 3 sections:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

15. A Filing Rep can be added in Section _____ of the Plans/Work section of a job
filing as long as they have a valid eFiling account.

16. Signs can be added in Section ________ of the PW1. This section appears after
___________________________. Up to ______ signs can be included in a filing.

17. Details of the Sidewalk Shed, Supported Scaffold, and Construction Fence are
added on the _________________________________chevron.

18. If a document is needed before a filing can be submitted, it will be listed in the
_________________________________________ section of the filing as _____________________.

19. When I first upload a document, it will have a status of _____________________.

20. ______________________________________________ can pay the filing fees.
21. The filing is not complete until all the relevant parties have logged in and completed their __________________________________________________________.

22. Before submitting a filing, the Applicant of Record must click __________________________________________________________ and then advance through each page of the filing before they can add their signature and __________________________ the application.

23. The ______________________________ is a required attendee at an appointment requested by the DOB Plan Examiner.

24. To create PAAs and Subsequent Filings, I can use the drop down list in the ____________________________ column on the Dashboard.

25. ____________________________ can print a work permit.

26. If the DOB requires further action, the Applicant, Filing Rep and Owner will receive an ____________________________

27. This presentation and other materials are available ____________________________

28. If I need help, I can contact DOB Customer Service at ________________.