


# DOB NOW: *Build* – Submit Subsequent Job Filing Step-By-Step Guide





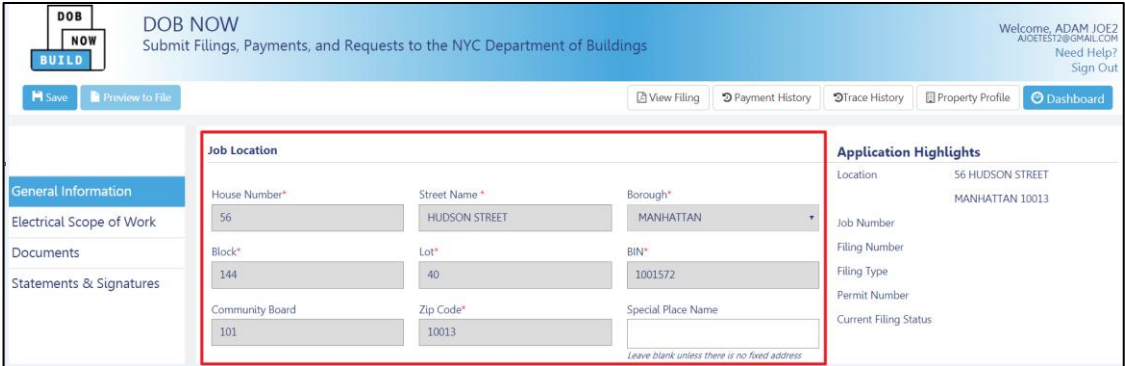
In this Step-by-Step Guide, you will learn how to complete the following steps to submit a Subsequent Filing:

Step	Action												
	<p><b>Note</b> A Subsequent filing is an additional filing under the same job number that allows the user to add to the original Scope of Work in a different category.</p>												
1.	<p>Log in to DOB NOW: <i>Build</i>.</p> <p>Please refer to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> for instructions on how to log in to DOB NOW.</p>												
2.	<p>Locate the Job Filing that you would like to add a subsequent filing to.</p> <table border="1" data-bbox="277 1052 1117 1272"> <thead> <tr> <th data-bbox="277 1052 526 1171">Job Number</th> <th data-bbox="526 1052 618 1171">Filing No.</th> <th data-bbox="618 1052 813 1171">Filing Type</th> <th data-bbox="813 1052 1117 1171">Filing Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1171 526 1224">S00329340</td> <td data-bbox="526 1171 618 1224">11</td> <td data-bbox="618 1171 813 1224">New Job Filing</td> <td data-bbox="813 1171 1117 1224">Pre-Filing</td> </tr> <tr> <td data-bbox="277 1224 526 1272">S00329213</td> <td data-bbox="526 1224 618 1272">11</td> <td data-bbox="618 1224 813 1272">New Job Filing</td> <td data-bbox="813 1224 1117 1272">Permit Issued</td> </tr> </tbody> </table>	Job Number	Filing No.	Filing Type	Filing Status	S00329340	11	New Job Filing	Pre-Filing	S00329213	11	New Job Filing	Permit Issued
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3.	<p>Select <b>Subsequent Filing</b> from the drop-down list in the <b>Filing Action</b> column.</p> <table border="1" data-bbox="277 348 1395 531"> <thead> <tr> <th>Job Num.:</th> <th>Fil.:</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Rec.:</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> <th>Payment</th> <th>Filing Action</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>11</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>04/04/2018</td> <td>04/10/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329213</td> <td>11</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/30/2018</td> <td>04/09/2018</td> <td>Paid</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329194</td> <td>11</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/28/2018</td> <td>04/04/2018</td> <td>Due</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329075</td> <td>11</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/26/2018</td> <td>03/28/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329060</td> <td>11</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>APPLE RO...</td> <td>03/26/2018</td> <td>03/26/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> </tbody> </table> <div data-bbox="277 552 561 947"> <p><b>Filing Action</b></p> <p>Select Action: ▾</p> <p>Select Action: ▾</p> <p>Select Action: ▾</p> <p><b>Subsequent Filing</b></p> <p>PAA</p> <p>Print Work Permit</p> </div>	Job Num.:	Fil.:	Filing Type	Filing Status	Address	Borough	Applicant of Rec.:	Owner	Created Date	Modified	Payment	Filing Action	S00329340	11	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	04/04/2018	04/10/2018	Exempted	Select Action: ▾	S00329213	11	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/30/2018	04/09/2018	Paid	Select Action: ▾	S00329194	11	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/28/2018	04/04/2018	Due	Select Action: ▾	S00329075	11	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/26/2018	03/28/2018	Exempted	Select Action: ▾	S00329060	11	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	APPLE RO...	03/26/2018	03/26/2018	Exempted	Select Action: ▾
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4.	<p>The Confirm pop-up window with the message “<b>Please confirms if you would like to proceed with Subsequent Filing</b>” displays.</p> <p>Click <b>Yes</b> to proceed with submitting the Subsequent Filing.</p> <div data-bbox="277 1140 1151 1470"> <p><b>Confirm</b> ✕</p> <p>Please confirm if you would like to proceed with Subsequent Filing.</p> <p><b>Yes</b> <b>No</b></p> </div>																																																																								

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5.	<p>Select the checkbox to choose the applicable filing type (e.g., <b>Electrical</b>).</p> 
	<p><b>Note</b> A Subsequent Filing can be many other filing types. See screenshot above.</p>
6.	<p>Click <b>Create Subsequent</b>.</p> 
	<p>A new Filing opens with the <b>Job Location</b> populated.</p> 

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Step	Action
	<hr/> <p><b>Note</b> The remaining steps to complete a Subsequent Filing are the same as those in the existing Step-by-Step Guides for Create a Job Filing.</p> <hr/>
	<hr/> <p><b>Note</b> The job number will be the same as the initial filing with the suffix of S1 added at the end (e.g., <b>S00298067-S1</b>).</p> <hr/>
You have completed the Submit a Subsequent Filing Step-by-Step Guide.	