

As of October 16, 2017

## Temporary Operational Workarounds for Requests not Available in DOB NOW: *Build*

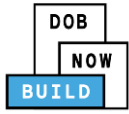
Follow the below instructions to complete these transactions:

1. Withdrawal of an Applicant, Contractor, Work Type, Progress/Special Inspector, Permit, or Application
2. Superseding the Design Professional or Contractor
3. Deferral of Documents
4. AI1 – Additional Information Form
5. Waiver of Documents
6. PER11 – Manual Appointment Request
7. CCD1/ ZRD1 – Construction Code Determination/ Zoning Code Determination
8. L2- Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

The DOB NOW team will review your submission and send you an email to confirm if your request was approved. If your request is rejected, you will receive an email notifying you of any additional information needed to approve the request.

### 1. Withdrawal of an Applicant, Contractor, Progress/ Special Inspector, Job, Filing, or Work Type

1. Download and complete a withdrawal request template letter and save it to your desktop. (The design professional can self-withdraw without the owner's signature.)
2. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Request Withdrawal**.
3. Select one of the below as the Question Subcategory:
  - a. Withdrawal of an Applicant of Record
  - b. Withdrawal of Contractor
  - c. Withdrawal of Progress Inspector
  - d. Withdrawal of Special Inspector
  - e. Withdrawal of a Job
  - f. Withdrawal of a Filing
  - g. Withdrawal of a Work type
4. Enter your DOB NOW: Build job filing number as the Reference Number.
5. Upload the completed withdrawal letter in the Supporting Information Upload section by clicking **Browse** and selecting the letter that you saved to your desktop.



6. Enter your name, phone and email address, and click **Send**.

## 2. Superseding the Applicant, Contractor, Progress/ Special Inspector

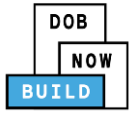
1. Download and complete a superseding request letter and save it to your desktop.
2. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Request Supersede**.
3. Select one of the below as the Question Subcategory:
  - a. Supersede of an Applicant of Record
  - b. Supersede of Contractor
  - c. Supersede of Progress Inspector
  - d. Supersede of Special Inspector
4. Enter your DOB NOW: Build job filing number as the Reference Number.
5. Upload the completed supersede letter in the Supporting Information Upload section by clicking **Browse** and selecting the letter that you saved to your desktop.
6. Enter your name, phone and email address and click **Send**.

## 3. Deferral of Documents

1. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Request Document Deferral**.
2. Enter your DOB NOW: Build job filing number as the Reference Number.
3. In the Supporting Document field, select the document you are uploading to explain your request.
4. From the dropdown menu, select “What is your role for this filing in DOB NOW?”
5. Upload your document in the Supporting Information Upload field by clicking **Browse** and selecting the letter that you saved to your desktop.
6. Enter your name, phone and email address and click **Send**.

## 4. A11- Additional Information

1. Download and complete the [A11 form](#) and save it to your desktop.
2. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Additional Information**.
3. Enter your DOB NOW: Build job filing number as the Reference Number.
4. Upload the completed A11 form in the Supporting Information Upload field by clicking **Browse** and selecting the file that you saved to your desktop.
5. Enter your name, phone and email address and click **Send**.



## 5. Waiver of Documents

1. Fill out an [A11: Additional Information form](#) for the document you are requesting to waiver.
2. In section 3 (Additional Information) of the A11 form, provide an explanation for why you are requesting to waiver this document.
3. Go to the **Documents** tab for this filing in [DOB NOW: Build](#) and upload the completed A11 form in the field for the document for which you are requesting a waiver.

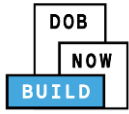
## 6. PER11 – Manual Appointment Request

1. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Manual Appointment Request**.
2. Enter your DOB NOW: Build job filing number as the Reference Number.
3. In the Explain Question field, provide your reason for the meeting.
4. Enter your name, phone and email address and click **Send**.

The DOB NOW team will review your request. If it is approved you will receive an email to confirm a meeting time and once confirmed, an Outlook and GoToMeeting invitation will be sent and shared with you and the chief plan examiner or assistant chief plan examiner. If rejected, you will receive an email notifying you of any additional information needed to approve the request.

## 7. CCD1/ZRD1 – Construction Code Determination & Zoning Resolution Determination

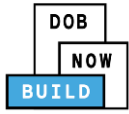
1. Download and complete the [CCD1](#) or [ZRD1](#) form and save it to your desktop.
2. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Construction Code Determination (CCD1)** or **Zoning Resolution Determination (ZRD1)**.
3. Enter your DOB NOW: Build job filing number as the Reference Number.
4. Upload the completed CCD1 or ZRD1 form in the Supporting Information Upload field by clicking **Browse** and selecting the file that you saved to your desktop.
5. Enter your name, phone and email address and click **Send**.



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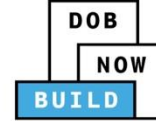
## 8. L2 Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

1. Download and complete the [L2](#) form and save it to your desktop.
2. Go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and fill out the form, selecting Module **Build** and Question Category **Request Override, Request Reduction, Waiver of Civil Penalties for Work Without a Permit** or **Waiver of Stop Work Order Violations**.
3. Enter your DOB NOW: Build job filing number as the Reference Number.
4. Upload the completed L2 form and any additional documentation in the Supporting Information Upload field by clicking **Browse** and selecting the file(s) that you saved to your desktop.
5. In the Explain Question text box provide any additional information for your request
6. Enter your name, phone and email address and click **Send**.



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# Appendix A – Withdrawal Letter



## WITHDRAWAL REQUEST

Date:

DOB NOW: *Build* Job Filing Number:

Address:

Withdrawal Request Type:  Applicant  Contractor  Job  Filing  
 Progress Inspector  Special Inspector  Work Type

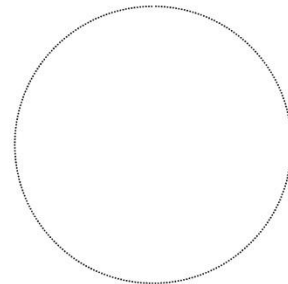
Work Type Withdrawal:  Plumbing  Standpipe  Sprinkler  
 Curb Cut  Antenna  Sidewalk Shed  
 Supported Scaffold  Fence  Sign

Note, if the job is permitted, the inspection results must be attached to this withdrawal request.

I, \_\_\_\_\_, Applicant/ Contractor/ Owner of record of  
the property at \_\_\_\_\_ submit the above mentioned withdrawal  
request.

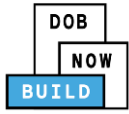
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Signature



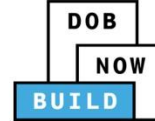
Notary Seal

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## Appendix B: Superseding Letter



### SUPERSEDING LETTER

Date:

DOB NOW: *Build* Filing Number:

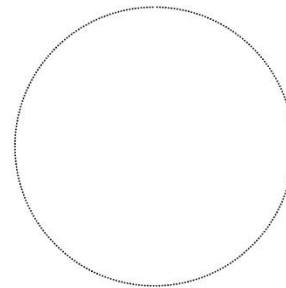
Address:

Superseding Request Type:    \_\_\_ Applicant                    \_\_\_ Contractor  
   \_\_\_ Special Inspector            \_\_\_ Progress Inspector

I, \_\_\_\_\_, Applicant/ Contractor/ Owner of record of the  
property at \_\_\_\_\_ do hereby confirm that I have notified and  
released the previous Applicant/ Contractor/ Special Inspector/ Progress Inspector of Record,  
\_\_\_\_\_, and have hired \_\_\_\_\_  
to complete the work indicated for the given application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Signature



Notary Seal

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