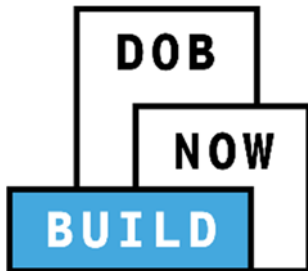


If you are a **Building Owner, Building Manager, or Filing Representative**, you can:



Enter job applications in
DOB NOW: *Build*



Review and confirm compliance filings in
DOB NOW: *Safety*

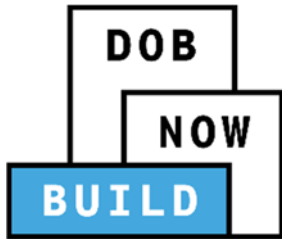
Register for DOB NOW: *Build* or DOB NOW: *Safety* by creating an eFiling account:

1. Go to www.nyc.gov/dobefiling, and click on the link to 'Register for electronic filing.'
2. Fill out the Electronic Filing Account Information form.
NOTE: *Your address should be your mailing address, not the address of the building you own.*
3. Read the Agreement section, and click Submit.
4. You will get two (2) emails. Your account will not be active until you get the second email.
 - a. In the first email, you must click a link to activate your account.
 - b. The second email confirms that you have been enrolled.

Once you receive the second email, your registration in eFiling will take effect the next day. You can then use your eFiling email and password at www.nyc.gov/dobnow.

NOTE: *If you want to change your account information, such as email, phone, or mailing address, you will have to log in to eFiling.*

If you are a **Professional Engineer (PE)** or **Registered Architect (RA)**, you can:



Submit job applications in
DOB NOW: *Build*



Report an unsafe façade condition in
DOB NOW: *Safety*

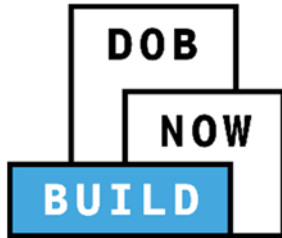
Register for DOB NOW: *Build* by creating an eFiling account:

1. Go to www.nyc.gov/dobefiling, and click on the link to 'Register for electronic filing.'
2. Fill out the Electronic Filing Account Information form.
3. Select the option that indicates you have a license.
4. Fill out the Preparer Business Name with your name or your company's name, and fill out your licensing information.
5. Read the Agreement section, and click Submit.
6. You will receive an email asking you to activate your account. Click the button in the email.
7. When you click the button, a new browser window will open telling you to 'Click here' to open the Authentication Form.
8. This will open the Authentication Form in your browser, which is a printable version of the information you just filled out in eFiling. Print this using your browser menu.
9. Sign, date, and seal the form.
10. Mail or deliver the form in-person to:
New York City Department of Buildings
LAA/Permit Renewal and HUB Authentication Unit
Attn: eFiling
280 Broadway, 5th Floor
New York, NY 10007

The LAA Unit will verify your licensing information and then notify you that your account has been activated. Once you are approved, you can use your eFiling email and password at www.nyc.gov/dobnow.

NOTE: You **must** bring your DOB ID card when delivering the form in-person to the LAA Unit. A representative cannot deliver in your place. If you want to change your account information, such as email, phone, or mailing address, you **must** log in to eFiling. For each filing that you submit to DOB NOW: *Build* or DOB NOW: *Safety*, you will also have to upload a copy of your [DPL-1 form](#).

If you are a **General Contractor (GC)**, you can:



Submit job applications in DOB NOW: *Build*

Register for DOB NOW: *Build* by creating an eFiling account:

1. Go to www.nyc.gov/dobefiling and click on the link to 'Register for electronic filing.'
2. Fill out the Electronic Filing Account Information form.
3. Select the option that indicates that you have a license.
4. Fill out the Preparer Business Name with your name or your company's name, and fill out your licensing information.
5. Read the Agreement section, and click Submit.
6. You will receive an email asking you to activate your account. Click the button in the email.
7. When you click the button, a new browser window will open telling you to 'Click here' to open the Authentication Form.
8. This will open the Authentication Form in your browser, which is a printable version of the information you just filled out in eFiling. Print this using your browser menu.
9. Sign, date, and notarize the form.
10. Mail or deliver the form in-person to:

New York City Department of Buildings
LAA/Permit Renewal and HUB Authentication Unit
Attn: eFiling
280 Broadway, 5th Floor
New York, NY 10007

The LAA Unit will verify your licensing information and then notify you that your account has been activated. Once you are approved, you can then use your eFiling email and password at www.nyc.gov/dobnow.

NOTE: A representative can deliver the completed application in-person on your behalf. If you want to change your account information, such as email, phone, or mailing address, you **must** log in to eFiling.

If you are a **Qualified Exterior Wall Inspector (QEWI)**, you can:



Submit compliance filings in DOB NOW: *Safety*

Register for DOB NOW: *Safety* by creating an eFiling account:

1. Go to www.nyc.gov/dobefiling and click on the link to 'Register for electronic filing.'
2. Fill out the Electronic Filing Account Information form.
3. Select the option that indicates that you have a license.
4. Fill out the Preparer Business Name with your name or your company's name, and fill out your licensing information.
5. Read the Agreement section, and click Submit.
6. You will receive an email asking you to activate your account. Click the button in the email.
7. When you click the button, a new browser window will open telling you to 'Click here' to open the Authentication Form.
8. This will open the Authentication Form in your browser, which is a printable version of the information you just filled out in eFiling. Print this using your browser menu.
9. Sign, date, and seal the form.
10. Mail or deliver the form in-person to:
New York City Department of Buildings
LAA/Permit Renewal and HUB Authentication Unit
Attn: eFiling
280 Broadway, 5th Floor
New York, NY 10007
11. The LAA Unit will verify your licensing information and then notify you that your account has been activated.
12. After you have been approved by the LAA Unit, you **must** request QEWI designation from the Façades Unit. Send an email to facades@buildings.nyc.gov, and include the following:
 - Contact information and email address you used to register in eFiling
 - New York State license number
 - A list of jobs filed in NYC as the applicant on buildings over six stories that involve façade restoration work and example of work history with a contact to verify information
13. Within 24-48 hours, the Department's Façades Unit will schedule an interview with you.
14. Once you have been approved by the Façades Unit, you will be able to log in to DOB NOW: *Safety* and submit compliance filings.

NOTE: You **must** bring your DOB ID card when delivering the form in-person to the LAA Unit. A representative cannot deliver in your place. If you want to change your account information, such as email, phone, or mailing address, you **must** log in to eFiling. For each filing that you submit to DOB NOW: *Build* or DOB NOW: *Safety*, you will also have to upload a copy of your [DPL-1 form](#).