

# SERVICE NOTICE

## Interim Guidelines for Mechanical Systems Work Type Filing in DOB NOW: *Build*

### A. Mechanical system requiring a Certificate of Compliance (Equipment Use Permit)

For New Buildings and Alterations, applications for the following scopes of mechanical work must be submitted in DOB NOW: *Build* as Mechanical System Work Type (MS):

- Heating Systems
- Ventilation Systems
- Air Conditioning Systems
- Refrigeration Systems
- Cooling Towers
- Associated Ducts and Piping
- Generators

Incidental general construction and structural work directly and customarily associated with installation and alterations of mechanical systems – such as dunnage, support hangers, ducts, pipe openings, piping for mechanical systems, louvers and dampers – may be included on mechanical plans under the MS work type. Where the alteration does not affect mechanical systems, such work can be filed in BIS as part of the General Construction (OT-GC) filing.

### B. Mechanical system *not* requiring a Certificate of Compliance (Equipment Use Permit)

Construction and incidental structural work directly and customarily associated with installation and alterations of mechanical systems—such as dunnage, support hangers, ducts and pipe openings – may be included as part of the General Construction (GC) filing. Mechanical work for mechanical systems **not** requiring a Certificate of Compliance can be filed in BIS as part of the General Construction (OT-GC) filing

### C. One and Two Family Homes

Mechanical work, for one and two family homes, with the following scope(s) of work that do not require a permit pursuant to [1 RCNY 101-14](#) can be filed in BIS as part of the General Construction (OT-GC) filing.

- Packaged air conditioning unit in existing buildings
- Air conditioning and ventilating systems
- Packaged air conditioning unit
- Fuel-burning and fuel-oil storage
- Fuel-burning and fuel-oil storage during construction
- Refrigerating systems
- Temporary boilers

\* See 1 RCNY 101-14 for additional information on work exempt from permit.

**POST UNTIL: August 31, 2020**