

Frequently Asked Questions

The below FAQs were compiled from industry training sessions, and will be added to the [DOB NOW: Build FAQs page](#). See the [DOB NOW Training Page](#) for more information.

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Phase One and Two Expansion – General Construction, Other Work Types and Occupancy

- 1. Where do I file a post approval amendment (PAA) on an existing BIS OT/GC, Alt-1 or NB job?**
OT/GC filings in D status or later by December 23, 2020 and Alt-1 or NB jobs in D status or later by February 26, 2021 will continue to be processed in BIS. PAAs on existing BIS filings will continue to be filed in BIS.
- 2. If an NB or Alt-1 application has been started and paid for in eFiling/BIS but not yet submitted, can the filing proceed through BIS?**
If the job is in D status in BIS by February 26, 2021 it can continue in BIS. If not, it will need to be resubmitted in DOB NOW.
- 3. If a PW7 was submitted in BIS/eSubmit before March 1, 2021 but was rejected, can I resubmit it in BIS?**
All occupancy requests on or after March 1, 2021 must be submitted in DOB NOW.
- 4. How do I file an OT job in DOB NOW?**
There is no OT work type in DOB NOW. File a General Construction (GC), Structural (ST), Foundation (FO), Earthwork (EA) or Support of Excavation (SOE) job in DOB NOW.
- 5. How do I file an Alt-2 job in DOB NOW?**
The job types in DOB NOW are Alteration or Alteration-CO (alterations that impact Certificate of Occupancy). Alt-2 and Alt-3 in BIS are Alteration in DOB NOW and Alt-1 in BIS is Alteration-CO in DOB NOW.
- 6. Why am I being asked questions about occupancy to file an electrical or elevator job?**
These questions were added for the expansion of DOB NOW on March 1, 2021 that includes New Building and Alteration-CO (formerly Alt-1) job types. The electrical and elevator applications have not changed. See the [Electrical How To](#) and [Elevator How To](#) for instructions on how to create an initial filing.
- 7. Is it mandatory to file General Construction, Foundation, Earthwork and Support of Excavation and Protection & Mechanical Method jobs in DOB NOW?**
Unless the job is Affordable Housing or Fee Deferred, the job cannot be filed in eFiling/BIS and must be filed in DOB NOW. Affordable Housing jobs continue to be filed at the Development Hub and Fee Deferred jobs are dropped off at a Borough Office.
- 8. What do the terms combined filing and composite permit mean?**
A combined filing is one application with more than one work type. There are restrictions on which work types can be combined in a filing. When an application is created, the system will only allow you to select the work types that can be combine filed. Once a combined filing is approved, a composite permit can be created with more than one work type or a permit can be created with just one work type. Once a combined filing or composite permit is created, a work type cannot be withdrawn from the filing nor the permit.

9. If I filed an application with combined work types such as PL/SP/SD, can I withdraw one of the work types?

Currently a work type cannot be withdrawn from a combined filing. The whole filing would need to be withdrawn and a new application created.

10. Where do I file a Fire Alarm application?

All new fire alarm applications are filed at [FDNY](#), and not the Department of Buildings.

11. Is solar panel tax abatement filed in DOB NOW?

No, continue to submit [solar panel tax abatement applications](#) to the Hub.

12. Where do I file an application for a subdivision condominium?

Continue to file subdivision condominium (SC) applications in BIS.

13. Where do I file a full demolition job?

Full demolition applications continue to be filed in BIS and are dropped off at a borough office.

14. How do I file a No Work job to change the use of space within a building or to obtain a Certificate of Occupancy (CO) but no construction is to take place?

Continue to file the no work job in BIS. Borough Commissioner approval is not needed. When it is time to obtain occupancy, then make the request in DOB NOW.

15. When logged into DOB NOW, how can I search by address?

There is a Search by BIN option. This is more inclusive than searching by address because some buildings have multiple addresses. This search will pull up all filings, even if you are not a stakeholder on the filing. However, an applicant can search by address on their own dashboard and this option is also available on the DOB NOW public portal (without logging in).

16. Is there a way to remove completed filings from the dashboard when logged into DOB NOW?

Completed filings cannot be removed from the dashboard but there are many sort options so they can be filtered out. The initial sort on the dashboard is by modified date so completed filings will show at the bottom over time.

17. How can a filing representative see what needs to be completed on an application before it is submitted by the applicant?

Filing representatives now have the capability to select the Preview to File button to see what is needed to proceed with the filing.

18. Is Directive 2 or full egress review still available?

No, Directive 2 is no longer available. The final inspection type is determined by work type.

19. Will DOB NOW applications need to be reinstated if there are no actions on it for a year?

Jobs in DOB NOW do not currently expire and do not require reinstatement.

20. What's the difference between standard and professional certification filing types?

Standard Plan will be reviewed by DOB plan examiners, Professional certification enables Professional Engineers (PE) and Registered Architects (RA) to certify that the plans they file with the Department are in compliance with all applicable laws.

21. Is a PC1 (Professional Checklist) required for professional certification jobs in DOB NOW?

No, the PC1 is included in the attestation under the Statement and Signatures tab on the application.

22. How can I waive the PGL1 requirement?

A PGL1 requirement cannot be waived. It is required based on the information provided in the application (PW1) including demolition and the size of the building.

23. What is the definition of Total Construction Floor Area?

Under Additional Information, provide the floor area affected by the proposed scope of work. For façades, provide the total area of the scope of work. This information is collected for alteration applications but does not have any impact on filing fees.

New Building and Alteration-CO

1. Are Structural (ST) and Foundation (FO) work types required for New Building (NB) filings?

Each NB should have FO and ST work types that may be combine filed with the General Construction (GC) in the initial application if the applicant is the same or filed as subsequent filings to the GC work type.

2. How do I file for a main building and a detached garage?

File a separate NB filing for each, as preferred by DOB, Borough Presidents and the FDNY. The building and garage need separate BIN numbers in order to create separate NB filings.

3. Can there be more than one New Building (NB) application for a property?

Only one NB job can be in progress at a time on a BIN. However, more than one Alteration-CO or Alteration can be in progress at the same time on a BIN.

4. For an Alteration-CO for a 1968 code building, what answer is provided in building characteristics for seismic requirement since this is for 2008 and 2014 codes?

Prior code buildings need to be upgraded to comply with modern seismic regulations unless scope is large enough to warrant full building upgrade.

5. Is a horizontal or vertical enlargement always filed as an Alt-CO?

Horizontal or vertical enlargements not impacting the Certificate of Occupancy can be filed as an Alteration, not an Alteration-CO. If there is a change in the number of stories, an Alt-CO is required.

6. How do I submit a filing for limited egress review if I am relocating or modifying a street level exit door?

The current code requires only major changes to be filed as Alteration-CO. Minor changes can be filed as an Alteration, work type GC with inspection.

Energy Review

1. How does an application in DOB NOW get reviewed for energy?

Complete the NYCECC Compliance section on the application (PW1) and the plan examiner will review and provide objections as necessary.

2. How do I remove the requirement for TR8 Energy Code Progress Inspections if the work is an alteration of a state or national historic building (landmark)?

On the NYCECC Compliance section of the application, select the second radio button and then select the last option, Work does not require any TR8 Energy Code Progress Inspections. This option must be selected to remove the TR8 tab from the filing.

3. Why is a physical EN2 now required when requesting an LOC?

Currently, an EN2 is only required as a document for the GC work type. If it is indicated on the NYCECC tab that a TR8 is required, then an EN2 needs to be uploaded.

4. EN drawings must be filed with the GC filing; however, the applicants sealing most of the EN sheets are engineers on subsequent filings. Will plan examiners accept EN sheets uploaded with GC drawings sealed by others?

Yes, plan examiners will accept drawings signed and sealed by others.

Appointments

1. Can Delegated Associates attend an appointment without the applicant?

Yes, an appointment can be attended by Delegates without the applicant.

2. If the plan examiner does not offer an appointment on a filing, can the applicant request an appointment?

No. But plan examiners are instructed to offer/require an appointment if there are multiple rounds of objections.

3. How long are appointment for New Building and Alteration-CO jobs?

Appointments for NB and Alt-CO jobs will be 40 minutes. Appointments for Alteration jobs remain 20 minutes.

Post Approval Amendments

1. My filing is approved. How do I add or remove a floor from an application?

Work on floors can be changed with a PAA. The PW3 must all be updated to include the increase or decrease in the estimated work cost.

2. For a PAA, if I am only revising one sheet, do I need to upload a complete set or just the one sheet?

A complete plan set needs to be uploaded if any change is being made to the plans. The plan set uploaded for the PAA will replace the plan set for the filing. If no changes are being made to the plans then a new plan set does not need to be uploaded with the PAA.

3. Is fee estimation for additional filing fees associated with PAAs done automatically in DOB NOW?

Yes. If the cost/scope of the job changes resulting in additional fees, the PAA will collect those automatically and payment must be made online before submitting the PAA.

4. Can I change the owner on a PAA?

No. Owner changes are done through a supersede request to the help form at www.nyc.gov/dobnowhelp.

5. Is owner's signature required on a PAA?

Yes, in DOB NOW the questions on the Owner's Attestation section can be changed with a PAA so the owner must provide a signature again in this section to submit the PAA.

Letters of Completion

1. Who can request a Letter of Completion in DOB NOW?

The owner or applicant of record can request an LOC. Once the LOC is approved it can be viewed by anyone in the DOB NOW public portal (without logging in).

2. Are there any differences between 'LOC Issued', 'Complete', and 'Signed Off' under filing status?

Signed Off is for a work type. LOC Issued is for the job (once all work types are signed off). Complete is the final status of electrical jobs.

3. If I there are three work types on a job and none of them are signed-off, can I submit an LOC request to sign-off all the related work types within the filing?

Each work type needs to be signed-off first (a Pass/Final inspection).

Subsequent Filings

1. When can I submit a subsequent job filing?

Subsequent filings can be initiated and submitted after the initial job filing is submitted (not in pre-filing status). Users no longer have to wait until the initial filing is approved. A subsequent filing can be submitted anytime until an LOC has been issued for the initial filing.

2. Do I have to request a Letter of Completion (LOC) for a subsequent job filing?

Yes, an LOC needs to be requested for each filing, initial and subsequent filings.

3. If an initial job application is filed as professional certification can the subsequent application be filed as a standard plan filing type?

Yes, initial and subsequent jobs can have different filing types.

4. Can a subsequent filing have a different design applicant than the initial filing?

Yes, the applicant on an initial filing and a subsequent filing can be different. If the applicant is the same, one application can be submitted if the work types are eligible to be combine filed.

5. Do I have to pay the record management fee on a subsequent filing?

No, the \$165 record management fee is now charged only once on the initial filing and is no longer a fee on subsequent filings.

6. Can I have an open PAA for the initial filing and a subsequent filing at the same time?

Yes.

Permits

1. If I pull a composite permit, can I later withdraw one of the work types?

No, a single work type cannot be withdrawn from a composite permit. The work types on a composite permit cannot be changed once it is permitted. The entire permit would need to be withdrawn and then new permits could be created for individual work types. We ask that users take this into consideration when choosing to create a composite permit.

2. If the job application has multiple work types, do I have to pull a composite permit?

No, it is the applicant's choice whether to pull a composite or single work type permit. If different contractors are doing the work then a composite work type cannot be submitted. It should also be considered that once a composite permit is pulled, individual work types cannot be withdrawn from that permit.

3. If I am filing a professional certification application, can I submit the work permit (PW2) with the application if there is an SSP and/or TPP required?

No. If the work requires a Site Safety Plan (SSP) or Tenant Protection Plan (TTP) the permit (PW2) cannot be submitted with the application (PW1). The permit can only be submitted after the SSP or TTP has been approved.

4. When is a Demolition Sub-Contractor required on a permit?

The Demolition Sub-Contractor's information is required when the Additional Considerations, Limitations or Restrictions section on the PW1 indicates that the work includes "demolishing more than 50% of the floor area of the buildings." A permit may require a Site Safety Plan with or without the Demolition Sub-Contractor information. The demolition sub-contractor has to log into DOB NOW to attest before the permit can be submitted.

5. Can an owner submit a work permit?

On a General Construction (GC) permit only, the owner can be the applicant.

6. Can a Registered Design Professional submit a work permit?

Registered Architects (RA) or Professional Engineers (PE) can submit a work permit. They are required to enter insurance information and upload a certificate of insurance in the Documents section of the permit application.

7. If a permit is renewed with changes and the filing representative is also changed, will this affect the filing representative information on the PW1?

The filing representative on the filing and on the permit are not linked; changing one will not change the other.

8. Does the cost of a composite permit differ from the cost of a work permit for a single work type?

No. A composite permit and a permit for a single work type cost the same.

9. Can a filing representative submit a work permit?

No, a filing representative can do the data entry of the work permit application but only the applicant of the permit (contractor) can submit it.

10. What is the service level from submitting the permit application to when it is reviewed?

Currently the QA Review process takes 3 business days or less.

Concrete

1. For what work types can concrete be added to the Scope of Work?

Concrete can be a part of the following work types: Structural (ST), Foundation (FO), Earthwork (EA) and Support of Excavation (SOE).

2. Can concrete work be added to the scope of work for Support of Excavation (SOE) filings?

For SOE filings, concrete only applies when Tangent/Secant Piles is selected as a subcategory in the PW1.

3. Can the TR2 and the TR3 be waived?

There is a question in the Concrete Scope of Work section to indicate if the proposed total concrete (including associated filings) is less than 50 cubic yards and if the concrete is proportioned without field experience or trial mixtures. If yes is selected to either of these questions, the TR2 and TR3 will not be part of the filing. There is also a question in the Concrete Scope of Work to indicate if the TR2 should be waived.

4. What is the process to have the TR2/TR3 waived from an application once the application has already been approved?

To waive the TR2/TR3 after the job is approved, submit a PAA to change the Concrete Scope of Work questions.

5. When will the TR3 tab appear in the filing?

If not waived, Concrete Design Mix (TR3) will be available under the Technical Report tab after the filing is in approved status.

6. Is there an additional fee for concrete work?

When Concrete is selected in the scope of work, a flat concrete fee of \$390 is added to the cost and must be paid before the filing is submitted. Currently this applies even if the TR2 or TR3 are waived. The fee is waived for fee exempt owners.

7. How do I submit the completed TR concrete test reports?

There is a section on the TR2 tab for the Concrete Testing Lab to upload test reports.

8. Can the same Concrete Lab Director take ownership of the TR2 and TR3?

No. The TR2 Lab Director must be different from the TR3 Lab Director.

9. When does the concrete testing lab have to be identified?

The applicant and owner complete the Statements & Signature section on the TR2 prior to plan approval. The Concrete Testing Lab must be identified by the applicant or filing representative before the permit can be submitted. The Concrete Testing Lab needs to log into DOB NOW and complete the Statements & Signature section on the TR2.

10. Can I add multiple concrete producers to a filing?

Only one concrete producer can be added to a filing in DOB NOW. If there are multiple concrete producers, then separate filings are needed.

11. What does it mean when the filing status is Permit Entire – BC/DBC Review Objections?

This status means that the Borough Commissioner or Deputy Borough Commissioner examined the exception report and raised objections. The Applicant's TR2 attestations will be cleared. The Applicant may need to upload a new Exception Report and re-certify or upload new mixes in the TR3 and provide new Test Results in the TR2 and re-certify. Once the TR2 is certified without exceptions or the Exception Report is approved, the LOC can be requested.

12. When is a Concrete Safety Manager required on a permit?

If the answer is yes to the question on the work permit application that the approved work includes 2000 cubic yards or more of concrete, a Concrete Safety Manager must be identified on the permit application. Then the Concrete Safety Manager needs to log into DOB NOW to complete the Statement and Signature section before the permit can be submitted.

13. How do I indicate that a different contractor will be performing the concrete work?

A question on the work permit application asks if the applicant of record for the work permit is also performing the concrete work. If no is selected, then a concrete subcontractor section appears to enter the email address of the additional contractor. This additional contractor needs to log into DOB NOW to complete the Statement and Signature section before the permit can be submitted.

14. If the TR2 and TR3 are waived but includes concrete work, will the permit be issued with a concrete banner?

Permits issued in DOB NOW indicate the scope of work but do not have a separate banner indicating concrete work.

Cranes

1. How do I file an electric suspended scaffold with outriggers?

Suspended scaffold is not in DOB NOW. Continue to use the [CD5 paper form](#).

Earthwork

1. What kind of work is included in the Earthwork (EA) work type?

The EA work type includes all earthwork: Excavation, Landscape, Sitework (Grading and fill), Soil Improvement, Soil Improvements and Underpinning.

2. What is the difference between Support of Excavation (SOE) and Earthwork (EA)?

Earthwork includes Excavation, Landscape, Sitework (Grading and fill), Soil Improvement, Soil Improvements and Underpinning. Support of Excavation includes Berming/Sloping/Benching, Ground Freezing, Shoring/Bracing, Slurry Shaft/Wall, Soil Grouting/Improvement/Mixing, Tangent/Secant Piles, Tie backs and Anchors.

3. Do I file Underpinning under the Earthwork (EA) or Foundation (FO) work type?

Most underpinning work is filed under Foundation (FO) since it includes digging but there are a few rare instances when underpinning would be filed as Earthwork (EA). If Underpinning is selected, then no other subcategory can be selected, and no other work type can be included in the filing.

4. Who can submit the Earthwork notification?

The contractor (work permit applicant) submits the Earthwork notification.

5. When can I submit the Earthwork notification?

The notification can be submitted any time after the job is approved.

6. How do I submit an Earthwork notification for a BIS job?

An Earthwork notification can only be submitted in DOB NOW for jobs that are created in DOB NOW. Continue to call 212-393-2550 to make Earthwork notifications for BIS jobs.

Foundation

1. What kind of work is included in the Foundation (FO) work type?

The FO work type is for all foundation work, which includes: Deep, Retaining Wall, Shallow, Tie Backs and Anchors, Underpinning and Other.

2. I selected Underpinning as the subcategory for Foundation (FO) work. How do I add Retaining Walls to the filing?

If Underpinning is selected, then no other subcategory can be selected, and no other work type can be included in the filing.

3. Is an Earthwork work type required when selecting the Foundation work type?

No, Earthwork and Foundation are separate work types.

4. Why is it required that plan sets be broken up by Earthwork and Foundation work types since it is typically the same plan set and uploaded twice?

Currently each work type needs its own plan set. You can also file an AI1 in place of the second plan set that says all elements are combined on the other plans.

5. Why can't a Support of Excavation (SOE) filing be combine filed with a Foundation (FO) filing?

They cannot be combine filed because SOE filings are reviewed by a special technical team.

6. When there is new small foundation for a small balcony, such as 4' foundation below ground, do we need to file a Foundation (FO) application?

Yes, an FO application is required for this work.

7. Can a different contractor pull the permits for Earthwork, Foundation and Support of Excavation applications?

Yes. If Earthwork and Foundation are combine filed with General Construction, a composite permit can only be pulled if the contractor is the same for all three work types. Support of Excavation cannot be combine filed with Foundation, Earthwork or General Construction and requires a separate application and permit.

General Construction

1. What kind of work is included in the General Construction (GC) work type?

For all job types other than New Buildings, GC includes: Construction, Chimney, Façade, Enlargement.

2. What work types can be combine filed with a General Construction application?

A General Construction (GC) application can be combine filed with Foundation (FO), Structural (ST), Earthwork (EA) and Mechanical Systems (MS). GC can be combine filed with any or all of these work types.

3. How do I add Plumbing to a General Construction (GC) filing?

The work types that can be combined with a GC filing are Foundation, Structural, Earthwork and Mechanical Systems. A Plumbing filing can only be combine filed with a Sprinkler or Standpipe filing. Either the GC or Plumbing application can be filed as an initial filing and then the other work type can be filed as a subsequent filing. A plumbing filing cannot be combine filed with a GC filing because the permits are pulled by different license types.

4. How do I select a final inspection by a registered design professional?

General Construction and temporary construction equipment (sidewalk shed, fence, supported scaffold) work types include a question on the section called **Filing Includes** to indicate whether the Department of Buildings or a registered design professional will perform the final inspection (formerly Directive 14). If RDP is selected then a Final is added to the Progress Inspection Categories on the Technical Report tab of the filing. See the [February 2020 Service Notice](#) and [Buildings Bulletin 2020-011](#) for more information.

5. I selected final inspection by a registered design professional on an approved GC filing but now I want to change it. How do I remove the final inspection and replace it with a Department of Buildings inspection?

File a PAA to modify the section called **Filing Includes** on the PW1 in DOB NOW. If the Final inspection on the TR1 tab has already been certified or an LOC has been issued for the filing, then the Final inspection cannot be removed.

6. What work type should I select for a chimney filing?

Chimney work is filed under General Construction (GC).

7. How do I file OT jobs for facade repairs, vault repairs and roof replacements?

The General Construction (GC) work type in DOB NOW includes these job types. After selecting the work type GC, then choose one of these subcategories: Construction, Chimney, Façade or Enlargement.

8. Does the General Construction (GC) work type include marquee or builders pavement plans (BPP)?

Marquee and BPP are not included in GC at this time. They will be added to DOB NOW in the future.

9. What work type do I select for an architectural filing?

Architectural filing is not a DOB work type but the term is usually interchangeable with a General Construction (GC) filing.

10. How do I file for minor non-structural work?

Submit minor non-structural work as work type General Construction (GC) in DOB NOW. If structural special inspections are needed then the Structural (ST) work type must also be selected.

11. Can stair replacement be filed as Structural work type or does it have to be treated as GC work type?

If the job is stair replacement only, without associated GC work, it may be filed as ST only.

12. How do I add a structural special inspection to a job filed as work type General Construction (GC)?

If the job includes structural work, work type Structural (ST) must be selected in DOB NOW. An ST job can be combine filed with a General Construction (GC) job but ST must be selected as a separate work type in order to add the necessary Technical Reports (special inspections). A job can have more than one structural application if there are different applicants and different scopes of work.

13. Do I file mechanical applications not requiring Certificates of Compliance as General Construction (GC)?

Yes, file them in DOB NOW as work type GC. If a Certificate of Compliance is required, the job must be filed as work type Mechanical Systems (MS) and can be combine filed with a GC application.

14. Can there be separate applicants for General Construction and Structural work types but still them file together?

No, if you are doing a combined filing, the Applicant must be the same for all work types.

Protection & Mechanical Methods

1. What kind of work is included in the PMM work type?

PMM includes all protection and mechanical methods: Chute, Cocoon, Hoisting Equipment, Mechanical Demolition Equipment, Platform, Roof Overhead Protection, Roof Protection and Other.

2. Is installation of floor shoring a Protection & Mechanical Methods (PMM) filing?

It can be filed as part of a General Construction (GC) filing if the architect is taking responsibility for it; however, if there is a separate structural engineer, then it should be filed as a Structural (ST) application.

3. How do I file for a Debris Chute?

File a Protection & Mechanical Methods (PMM) filing in DOB NOW.

4. Does the hoisting equipment in the PMM section apply to construction hoists?

A construction hoist is for materials and is filed under the PMM work type. If the hoist is for people, it is filed under the Elevators work type in DOB NOW.

Support of Excavation

1. What kind of work is included in the Support of Excavation (SOE) work type?

The SOE work type includes all support of excavation work: Berming/Sloping/Benching, Ground Freezing, Shoring/Bracing, Slurry Shaft/Wall, Soil Grouting/Improvement/Mixing, Tangent/Secant Piles, Tie backs and Anchors and Other. It includes work associated with New Buildings (NB), except for 1/2/3 family NBs.

2. Does every SOE application require an Excavation (EA) application filed in conjunction?

No, SOE and EA are separate work types.

Civil Penalty Review Requests (L2)

1. A job is approved with a work without permit violation. How do I know how much the civil penalty is and how can I pay it?

When you go to the civil penalty review request (L2) tab in DOB NOW for a job created in DOB NOW after July 1, 2019, it will show an L2 Fee. If you want to pay the full civil penalty, submit payment in-person at the borough office in which the property is located. Then upload the receipt to the L2 request in DOB NOW and select code CPP (Civil Penalty Paid). The L2 request still needs to be submitted and approved before the permit can be submitted.

To find out the civil penalty amount for a BIS job, submit a [PER11 form](#) to request a fee adjustment.

2. When can I submit an L2 request in DOB NOW?

For BIS filings, the permits need to be "in progress" but for jobs filed in DOB NOW, the system will allow you to enter the L2 request when the application is in pre-filing status.

Site Safety Plans

1. What work types may require a Site Safety Plan?

A Site Safety Plan (SSP) may be required for General Construction (GC), Structural (ST), Foundation (FO), Support of Excavation (SOE) and Earthwork (EA) filings. EA filings only require a site safety plan with sub-categories Soil and Excavation.

2. Who can make a Site Safety request (plans or waiver)?

Any registered DOB NOW user can make a Site Safety request.

3. How do I submit a site safety waiver letter?

A site safety waiver is not a form. It is a request made in DOB NOW. To submit a waiver of site safety requirement, go to the Job Filings Dashboard screen, click on Requests and then select Site Safety. Select request type Site Safety Waiver.

4. What documents are required to submit a Site Safety waiver request?

No documents are required. The reasons for the waiver request are entered in the Comments section of the request. On the Documents tab, it shows a Site Safety Waiver – CSC Waiver Letter. This is not a required document; the request can be submitted without a document.

5. How do I submit an SSP for a job filing created in DOB NOW before December 28, 2020?

If the job was created in DOB NOW before December 28, 2020 or the job was created in eFiling/BIS and requires a Site Safety Plan, submit the SSP by email to the Construction Safety Compliance Unit at cscplanexam@buildings.nyc.gov.

6. When can I request a Site Safety plan review or waiver?

Currently, the Site Safety request can only be created and submitted after the job filing is approved. The Site Safety plans or waiver must be approved before a work permit can be requested. For a professional certified job, the work permit (PW2) cannot be submitted at the same time as the application (PW1) if the filing is flagged for a site safety requirement. In the future, DOB NOW will be changed so that a Site Safety request can be submitted at the same time as completing the job filing.

7. When do I request a Site Safety Plan waiver and when do I submit a CCD1?

Request a waiver when the filing in DOB NOW triggers a site safety plan requirement in error. To request a waiver, reduction or modification of requirements of the site safety monitoring program, submit a completed [CCD1 form](#) to ccd1const-safety@buildings.nyc.gov. The [determination request](#) must address the content of BC 3310.11 and is subject to the review fees of the Administrative Code and 1 RCNY 101-03.

8. Can I change the owner information on a Site Safety request?

No, the owner information on the Site Safety request is automatically populated from the owner information provided on the job filing (PW1). If the owner information needs to be changed, submit a request to supersede the owner on the job filing to the help form at www.nyc.gov/dobnowhelp.

9. How do I make changes to the SSP after it is approved?

If the Applicant needs to update the Site Safety Plan after it has been approved, select **Update Approved Site Safety** from the Action column for the filing or from the TPP dashboard. Make changes as appropriate, and then Save and Submit. The update must be approved by DOB.

10. Can a licensed professional file a professional certification SSP to accelerate SSP plan review/approval?

No, the only option is to submit a Site Safety Plan for plan examiner review.

11. How do I submit a Site Safety Plan for full demolition?

Full demolition is still filed in BIS so an SSP for a full demolition continues to be emailed to the Construction Safety Compliance unit for review.

12. Will the Site Safety Plans be visible to the public?

The plans cannot be viewed in the DOB NOW public portal. Only the stakeholders on the filing can log into DOB NOW and view the plans.

13. Previously only a Site Safety Plan for major buildings required DOB approval. For minor buildings, the Site Safety Plan was prepared and kept on the site. Have the requirements changed?

The requirements have not changed.

14. How do I file a CCD1 for a Site Safety Plan?

There is no change to the determinations process. Submit a completed [CCD1 form](#) to ccd1const-safety@buildings.nyc.gov. The [determination request](#) must address the content of BC 3310.11 and is subject to the review fees of the Administrative Code and 1 RCNY 101-03.

Supersede and Withdrawal

1. Who can request the withdrawal of an applicant of record or contractor in DOB NOW?

The Owner or Applicant of Record (PE/RA) can submit a withdrawal request on the filing (PW1). The Owner or Contractor can submit a withdrawal request on the permit (PW2). The stakeholder (AOR/Contractor/Owner) who initiates the request will automatically be identified as the Requestor of the withdrawal request. A filing representative cannot create the withdrawal request.

2. How is withdrawing a contractor different than doing a permit renewal with change?

Withdrawing a contractor means you are removing and not replacing the contractor at the same time. By doing a permit renewal with change, the contractor is withdrawn and superseded by a new contractor in one transaction.

3. Who needs to attest on a request to withdraw the applicant of record in DOB NOW?

If the requestor is the Applicant of Record (PE/RA), Statements and Signature of both the Owner and Applicant of Record are required. If the Owner is the requestor, then only the Owner's Statement and Signature is required. If the PE/RA needs to request withdrawal without the owner, use the Help Form to submit the request at www.nyc.gov/dobnowhelp.

4. Who needs to attest on a request to withdraw a contractor on a permit in DOB NOW?

Only the requestor needs to complete the Statements & Signatures section on a request to withdraw a contractor. If the contractor is the requestor, the owner does not need to attest.

5. Is a withdrawal inspection required to submit a request to withdraw the applicant?

For applicant (PE/RA/contractor) withdrawal requests submitted in DOB NOW, an inspection is not required. Requests to withdraw the job filing that are submitted through the help form require a withdrawal inspection.

6. Can I request to withdraw or supersede an applicant of record in DOB NOW if there is no permit on the filing?

No. A request to withdraw or supersede the Applicant of Record (PE/RA) can only be submitted in DOB NOW after a permit has been issued on the filing. To withdraw or supersede the Applicant of Record on a filing that does not have a permit, use the Help Form to submit the request at www.nyc.gov/dobnowhelp. A withdrawal or supersede request cannot be submitted for jobs that have a Letter of Completion (LOC).

7. Will the withdrawal of the applicant of record or contractor trigger a stop work order?

If there is not an applicant of record or contractor on the job, then work must stop.

8. Is there a process to remove a stop work order when the contractor is withdrawn so that it is automatically rescinded when the new contractor takes over?

Stop Work Orders are not removed as part of the withdrawal process. To rescind a stop work order, continue to contact the [Construction Enforcement Inspections](#) unit in the borough that the property is located.

9. How do I withdraw the entire job filing?

To withdraw the entire job filing (not just the applicant), submit a withdrawal request to the help form at www.nyc.gov/dobnowhelp.

10. What happens to the job status if a withdrawal request is submitted in DOB NOW?

When the request is submitted, the job filing status will change to "On Hold-Pending Withdrawal of Applicant of Record/Contractor". All stakeholders will be sent emails informing them of the change. If withdrawal of the Applicant of Record is approved, the filing status will change to "On Hold-Applicant of Record Withdrawn". If withdrawal of the Contractor is approved, the filing status will change to "Stop Work-Contractor Withdrawn". Work cannot proceed and additional action cannot be taken on the filing until the withdrawn stakeholder is replaced.

11. If the Applicant of Record is withdrawn, how will this affect the Post Approval Amendments (PAA) on the filing?

PAAs in-progress on the job filing will be updated to display the withdrawn user as the previous stakeholder in the application highlights. Any PAAs that were previously approved before the withdrawal of the Applicant of Record will not be changed.

12. Who can submit a request to supersede the applicant of record in DOB NOW?

Anyone who is eligible to be the Applicant of Record on the job filing can create the supersede request. The owner needs to attest to the supersede request.

13. Can a filing representative submit a withdrawal or supersede request?

No, only the applicant of record or owner can initiate withdrawal or supersede of an applicant or contractor once the permit has been issued in DOB NOW.

14. Do you need to upload plans to supersede an applicant of record?

Plans are required unless all work is already completed in accordance with plans and PAA and the supersede request is submitted for administrative reasons only.

15. What happens to the job filing if the Withdrawal request is rejected?

If the withdrawal request is rejected, the job filing will revert to the original job filing status. All stakeholders will receive an email informing them of the change in status. A rejected request cannot be resubmitted. To proceed with another withdrawal request, the Applicant of Record, Contractor or Owner must submit a new request.

16. Can I request withdrawal of an applicant of record in DOB NOW if there is already a pending request to withdraw the contractor?

A withdrawal request cannot be initiated if a superseding request or another withdrawal request is in progress on the same job filing.

17. Can I schedule an inspection on a permit that has a pending contractor withdrawal request?

DOB NOW: *Inspections* will not allow users to schedule inspections on a permit when the status is "On Hold-Pending Contractor Withdrawal" or if the filing status is "On-Hold Pending Applicant Withdrawal" or "On-Hold Pending Applicant Supersede". If an inspection was requested prior to the withdrawal or supersede request and is awaiting DOB decision, the inspection will be performed as scheduled.

18. How do I supersede the superintendent on a work permit?

The superintendent can be changed by doing a permit renewal with change.

19. How can I withdraw the construction superintendent on a work permit?

Send an email to csuper@buildings.nyc.gov to request to withdraw a construction superintendent that is no longer needed on a work permit. This is to remove the construction super from the permit. To remove the construction safety requirement from the application, submit a Site Safety Waiver in DOB NOW.

20. Is a contractor notification letter (superseding letter) from the owner required to submit a permit renewal with change?

No, a letter from the owner is not required to do a permit renewal with change in DOB NOW.

21. How do you withdraw a permit pulled in error with inspections?

Submit a withdrawal letter at www.nyc.gov/dobhelp to withdraw an entire permit.

22. If my withdrawal request is rejected, where do I see the reason?

The reason for rejection will be included in the email notification sent to the requestor of the withdrawal request and can also be found in DOB NOW on the Trace History tab of the request.

23. Can work continue on a permit if a request is submitted to withdraw a contractor?

No further work can happen until a new permit is issued to a new contractor.

24. Is there a fee to submit a supersede request in DOB NOW?

Yes, to submit a request in DOB NOW to supersede the applicant of record on a job filing after a permit has been issued, a fee of \$100 must be paid unless the filing is fee-exempt. There are no fees for withdrawal requests in DOB NOW.

Tenant Protection Plans

1. When is a TPP required?

If the owner section of the application (PW1) indicates that there are occupied dwelling units in the building, then a TPP is required. The TPP cannot be waived if there are occupied dwelling units. The TPP must be approved before a permit application can be submitted.

2. Do I need to file a TPP for an LAA, electrical permit or Temporary Construction Equipment?

Currently, TPPs are not required in DOB NOW for Temporary Construction Equipment (fence, sidewalk shed and supported scaffold) electrical nor Limited Alteration Application (LAA) filings. For temporary construction equipment, the TPP is submitted with the associated alteration filings.

3. Who can request a TPP?

A registered design professional (Registered Architect or Professional Engineer) submits a TPP. The RA/PE does not need to be a stakeholder on the filing (PW1).

4. How do I submit a TPP for a job filing created in DOB NOW before December 28, 2020?

The Tenant Protection Plan is listed in the Document section of filings created in DOB NOW before December 28, 2020, and a TPP1 form is required to be uploaded before plan approval.

5. When can I request a TPP?

Currently, the TPP review request can only be created and submitted after the job filing is approved. The TPP must be approved before a work permit can be requested. For professionally certified jobs, the work permit (PW2) cannot be submitted at the same time as the PW1 if there is a TPP requirement on the filing. In the future, DOB NOW will be changed so that a TPP review request can be submitted at the same time as completing the job filing.

6. What is the contractor's role in requesting the TPP?

The contractor (permit applicant) is responsible for retaining the registered design professional who requests the TPP. For one- or two- family homes, the applicant of record of the job filing (PW1) can request the TPP.

7. Does each permit for a project need a separate TPP if it is filed under separate related applications or subsequent filings?

Yes, every filing needs a TPP. A subsequent filing requires a TPP because scope of work is being added.

8. Is a TPP required for commercial or community facility buildings without residential units?

A TPP is not required but an OPP (Occupant Protection Plan) might be necessary. If an OPP is required it is not filed with DOB but must be made available at the work site.

9. Can I change the owner information on the TPP request?

No, the owner information on the TPP request is automatically populated from the owner information provided on the job filing (PW1). If the owner information needs to be changed, submit a request to supersede the owner on the job filing to the help form at www.nyc.gov/dobnowhelp.

10. Do I need to submit plans or documents with the TPP request?

The only document that is required is a [DPL-1 form](#) if the applicant of the TPP request is different from the applicant on the job filing (PW1). The TPP request replaces the TPP1 form and the form should not be uploaded in DOB NOW. Any supporting documents including plans and drawings can be uploaded in the Documents section, using the Additional Supporting Documents tab, above the Documents tab. Plans and drawings are not required but can be included to explain a complex Tenant Protection Plan.

11. How do I find out why the TPP request was QA Failed?

The reasons will be included in an email notification sent to the applicant and owner. The applicant of the TPP request and owner can also log into DOB NOW and open the TPP request from their dashboard. A QA Failed Reasons tab will appear on the left menu under the Documents tab. The QA Failed reasons need to be addressed and then the applicant needs to resubmit the TPP request for it to be reviewed again by DOB.

12. How do I print an Occupant Notice to be displayed at the job site?

For jobs created in DOB NOW prior to December 28, 2020 or BIS jobs that required uploading a TPP1, use the [Occupant Notice template](#). The Occupant Notice is pre-populated in DOB NOW for jobs created after December 28, 2020. The permit applicant can print the notice after the permit is approved from the Filing Action column on the permit dashboard. See page 33 of the [TPP Training Presentation](#) for more information.

13. How do I make changes to the TPP after it is approved?

If the Applicant needs to update the TPP after it has been approved, select **Update Approved TPP** from the Action column for the filing or from the TPP dashboard. Make changes as appropriate, and then Save and Submit. The update must be approved by DOB.

14. What is a normal turnaround time for a TPP QA review?

The current service level is 3 business days or less.

15. On a site where the work involved does not affect tenants, is there a way to waive TPP?

If the owner section of the application (PW1) indicates that there are occupied dwelling units in the building, then a TPP is required. The TPP cannot be waived if there are occupied dwelling units.

16. How do I notify DOB 72 hours before starting work on a building with a TPP?

Submit the notification at www.nyc.gov/TPPnotification. The notification cannot be submitted in DOB NOW.

17. How does the public view the Tenant Protection Plan?

The Tenant Protection Plan information can be viewed in the DOB NOW Public Portal at www.nyc.gov/dobnow by searching by address or job number. From the Property Profile page, select BUILD: Job Filings and view the job filing. If the job was created prior to December 28, 2020, the Tenant Protection Plan will be listed under the Documents section. If the job was created December 28, 2020 or later, Tenant Protection Plan will be a section on the Filing Details page.

Work Without Permit Review (Local Law 158)

1. What filings require a Work Without Permit Review in DOB NOW?

Local Law 158 of 2017 applies to job filings on a BIN that had a work without permit violation within the previous year. Professionally certified job filings at those locations must go through a Work Without Permit Review by a plan examiner. Once a filing is saved, DOB NOW will check to see if there is a hold on the BIN for Local Law 158 and provide a warning that the application will require review if submitted as a professional certification application.

2. How do I submit my application for Work Without Permit Review?

An application that requires a Work Without Permit Review will be automatically routed to a plan examiner when it is submitted.

3. If my filing is rejected during Local Law 158 review, can I change my filing to standard plan review?

Once a filing is saved as filing type professional certification it cannot be changed to standard plan review. To proceed with a standard plan review filing, a new application needs to be created. The application that was rejected needs to be withdrawn and then a refund can be requested.

4. How do I submit the justification for a Work Without Permit Review?

Submit justification (L2 reasons) in the comments section or upload an Other Document. If the plan examiner needs additional information, it will take place outside the system.

Schedule of Occupancy

1. Can a filing representative request Schedule of Occupancy for a BIS job?

Any logged in user can initiate a Schedule of Occupancy request. Any professional engineer, registered architect or filing representative whose eFiling account is associated with their license number can submit the Schedule of Occupancy request. A filing representative registered in eFiling only as a preparer will not be able to submit. The owner whose email address is listed on the PW1 of the job filing in BIS can also submit.

2. There are two open Alt-I applications in the same building. Who requests the Building Schedule of Occupancy?

One of the applicants has to take the lead and enter the information for the building. Once submitted, plan examiners will verify the information provided.

3. If I am only doing work on one floor of a 30-story building, do I have to enter information for all the floors?

Yes, the first Building Schedule of Occupancy (BSO) needs to include all floors.

4. How do I enter existing use in a Schedule of Occupancy request for a vertical enlargement where the floors do not currently exist?

Enter the proposed use in the existing use and proposed use sections and explain in the Description of Use Comments field that it is an enlargement with no current existing use. A system fix will be applied soon to address this issue.

5. What are the different statuses for a Schedule of Occupancy floor/use?

There are three statuses: active, verified or unverified. Active means there is work proposed on the floor and the PW1 plans that triggered the Schedule of Occupancy have been approved by DOB. Verified means no work is being performed and the floor/use has been granted by DOB. Unverified means DOB has no formal record of Occupancy for that floor.

6. If the building has a Temporary Certificate of Occupancy (TCO), do I enter the Description of Use as Existing or Proposed?

Enter the data as Existing if the floor was included in the TCO that was issued for the building (even if the TCO is expired). Existing means that the floor is currently occupied. Proposed means that there is still work under a construction permit. If a TCO was issued in BIS, transpose the data from the TCO to the Existing description of use fields in the DOB NOW Schedule of Occupancy. Select Occupancy Type as Temporary and enter the BIS job number that was used to get the TCO as the Job Reference number.

7. If the building has no previous TCO or CO issued, do I enter the Description of Use as Existing or Proposed?

For jobs with no previous TCO or CO issued, transpose the existing and proposed information from the BIS Schedule A.

8. A PAA was filed in BIS as Doc 6. How do I submit the Schedule of Occupancy in DOB NOW?

In DOB NOW, file the Schedule of Occupancy on Doc 1 to update the Building Schedule of Occupancy for the BIN.

9. When I add a Penthouse or Sub-Cellar, what am I supposed to enter in the empty field next to it?

Enter the sequential number for the penthouse or sub-cellar. So if it is the only penthouse or sub-cellar enter a 1. If there are additional penthouses or sub-cellars, enter them sequentially as 2, 3, 4 etc. This is a required field; a number must be entered to proceed.

10. What happens if two different applicants start the first Building Schedule of Occupancy for a building?

Both applicants could start creating a pre-filing request but will be stopped from submitting if one is already submitted.

11. When do I create a Job Schedule of Occupancy (JSO) and when do I create a Building Schedule of Occupancy (BSO)?

JSO is the first step. Once the JSO is created, BSO is established from it. Each new JSO updates the BSO automatically. Only one JSO can be submitted at a time. Existing uses are based on the Final CO and/or if the application for which JSO is being created has a TCO, on the latest TCO.

12. If a building has multiple TCOs, each covering a different floor, is the building management responsible for compiling to create the Building Schedule of Occupancy (BSO)?

Each applicant submits a Job Schedule of Occupancy (JSO) for their own application. Existing uses are based on the Final CO. Applications will be added to the BSO as each applies for a CO in DOB NOW.

13. The Schedule A for my job in BIS has the existing use under 1968 code and the review was also requested under 1968 code. Why am I being asked to create the Schedule of Occupancy in DOB NOW with 2014 code for existing and proposed use?

When submitting the Schedule of Occupancy in DOB NOW, current code occupancy/use classifications are required per AC 28-118.6. For example, if Occupancy Use is J-2 under 1968 code then the applicant has to use the R-2 classification under 2014 code on the Schedule of Occupancy. This is unrelated to the selection on the PW1 of the job application that indicates **Review is requested under which building code** as per AC 28-101.4.3.

14. I only have one BIN number but there are two jobs on it, one for a house and one for a garage. How do I create the Schedule of Occupancy?

Create the Schedule of Occupancy under the job for the house. In the CofO comments section indicate that there is a garage. A separate Schedule of Occupancy does not need to be filed for the separate garage job filing.

15. Can a JSO/BSO be filed in DOB NOW for an Alt-1 if there is another Alt-1 open in BIS?

Yes, the JSO can create the BSO in DOB NOW. This is all that is needed for a TCO. For the Final CO, an open applications waiver will be needed, same as was done in BIS prior to the DOB NOW release.

16. If I have an existing Schedule A for a BIS job that is incorrect or needs to be amended, can I submit the corrections in DOB NOW?

No. If the Schedule A in BIS is incorrect, submit a PAA in eFiling to amend the BIS Schedule A. Once the PAA is approved, then file the Schedule of Occupancy in DOB NOW. BIS is the system record of the BIS filing. DOB NOW is the system only to issue CO for this application.

17. Are drawings required to file a Building Schedule of Occupancy?

No drawings are required.

18. Is there a fee to file a Schedule of Occupancy?

There are no fees for a Schedule of Occupancy (but there are fees for Certificates of Occupancy).

19. How do I amend an approved Schedule of Occupancy?

To create a subsequent Schedule of Occupancy, select **+Schedule of Occupancy for BIS job** from the dashboard and enter the same job number again.

20. If a building is legally covered by the Loft Board and the previous use has been abandoned for more than two years, then the residential units are the existing use. Do we enter the abandoned use when creating the BSO?

If a TCO has been issued, the new use will show in the existing conditions. If no TCO has been issued, then previous use will have to show until a DOB-approved occupancy has been issued.

21. What if the applicant of the job is no longer around to submit the Schedule of Occupancy?

Any professional engineer, registered architect or filing representative whose eFiling account is associated with their license number can submit the Schedule of Occupancy request. The owner whose email address is listed on the PW1 of the job filing in BIS can also submit.

22. If Doc #1 in BIS is the architect and Doc #2 is the engineer under the same application, how will that be transferred into DOB NOW for the Schedule of Occupancy? Do we have to refile the subsequent work types?

The lead applicant, whoever filed the schedule A under Doc #1, submits the Job Schedule of Occupancy (JSO). Only the Certificate of Occupancy is requested in DOB NOW. The job continues in BIS, including filing PAAs etc. If a PAA affects the Schedule A, then another JSO is needed. Otherwise, everything is in BIS.

23. Can I change or delete information on the Building Schedule of Occupancy (BSO)?

Modifying or deleting information on the source job filing (by filing a PAA) updates the BSO. For example, unverified floor/use records can be added, deleted or modified if they are auto-populated from the BSO. If proposed details are added, the BSO record will be updated and set to Active status when the JSO is approved. However, verified floor/use records cannot be modified, but can be deleted or proposed details can be added on the JSO.

24. If an older building does not have an existing CO or prior Alt-1 filings, what do we provide to prove the existing use?

Fill out the Schedule of Occupancy to the best of your ability and you can record the existing use as unverified. Supporting documents may also be uploaded, e.g. HPD I-cards.

25. Alt-1s in BIS list two towers as Tower A and Tower B as part of the same building and then list individual floor/uses for each. How is this entered in DOB NOW?

In DOB NOW, each occupancy/floor combination for each tower must be recorded in a separate row. Enter details in the Description of Use Comments field to designate each tower.

26. Can a single floor in a building have multiple types of occupancy?

Yes, e.g. Office, Storage, Education, Residential, etc. Each type of occupancy on a floor is a separate floor/use record on the Schedule of Occupancy (SO). The SO will feed into the Certificate of Occupancy when the work is completed.

27. How do I enter Occupancy Floor/Use?

All space of the same Occupancy Group on one floor, irrespective of their ownership/tenancy, are combined into a single floor/use record. For example, there are 3 retail stores on the first floor, with occupancy 30, 20 and 50 persons respectively. The 3 stores are combined into a single record and their number of occupants are added up (100). Applicants may use column 5 (Description of Use Comments) to add clarification or additional information, but it is advisable to keep the record as generic as possible (e.g. do not list corridors, electrical closets, etc.).

28. Why can't the data from the Building Schedule of Occupancy auto populate from an existing Schedule A or Certificate of Occupancy?

We looked in depth at this but due to all the variations in existing documents and new standardized terminology, an automated transfer would cause too many errors.

29. Can I select multiple descriptions of work from the options tab?

No. Only one selection can be made but comments can be entered to clarify.

30. For dwelling or room units, do I enter how many are on the floor or just within that occupancy group?

All dwelling units on one floor are within one occupancy group by default. If two different residential occupancy groups exist on one floor, e.g. R-2 and R-1, then dwelling units are grouped by the relevant occupancy group.

31. If a job was filed for review under Prior to 1968 building code and has a TCO, which occupancy type do I select in the Schedule of Occupancy request?

For applications filed before 2008, the existing occupancy classification and group are based on the prior code. The existing uses for jobs filed after 2008, regardless of the code under which they were established, must be recorded using the current code's occupancy group and classification per 28.101.3.1. The applicant must indicate the CO number, including pre-BIS COs, under which these uses were established, but use the current code equivalent of the occupancy group and classification. The code under which the review is requested affects the application of the previous code's provisions to technical requirements but not to the occupancy classifications indicated on the Schedule of Occupancy.

32. If there is no existing CO in the DOB records what job number do I enter when completing the Schedule of Occupancy?

First file an Alt-1 no work applicant in BIS. Once that is approved, then create the Schedule of Occupancy in DOB NOW.

33. Can an applicant make changes to the same floor that another applicant is working on?

Changes can be made to the same floor but not to the same use. Only one application for floor/occupancy row is allowed.

34. Where do I find Schedule of Occupancy for a job created in DOB NOW: *Build*?

Schedule of Occupancy appears as a tab under Scope of Work for New Buildings or Alteration-CO initial job filings or PAAs in DOB NOW: *Build*. If there is no SO for a building, the applicant is required to complete an SO for the entire building. An approved Schedule of Occupancy can also be viewed from the public portal. Search by address or BIN and select the More Options button on the top right corner of the Property Profile page.

35. Who reviews the Schedule of Occupancy request?

All submissions, both for standard plan and professional certification jobs, are reviewed and verified by DOB plan examiners.

Certificate of Occupancy

1. How do I request occupancy for a BIS job in DOB NOW?

The first step is submission of a Schedule of Occupancy (formerly Schedule A) in DOB NOW by selecting **+Schedule of Occupancy for BIS Job** from the dashboard. The first Job Schedule of Occupancy (JSO) approved creates the Building Scheduling of Occupancy (BSO). Once there is an approved BSO, an occupancy request can be created in DOB NOW. A JSO needs to be submitted for every PAA filed in BIS that affects the Schedule of Occupancy. Once the JSO is approved it will automatically update the BSO.

2. I submitted a CO request in DOB NOW but it has not been issued yet and my TCO is about to expire? Will an extension be granted for the TCO?

If a Schedule of Occupancy or Certificate of Occupancy request was submitted in DOB NOW prior to the expiration date of the TCO that was issued in BIS, an email is being sent from a DOB Borough Commissioner granting a 90-day extension of the TCO two days in advance of the TCO expiration date. See the [March 2021 Service Notice](#).

3. How long is a temporary certificate of occupancy (TCO) valid for?

It has not changed. A TCO is valid for 90 days.

4. What are the fees for Certificate of Occupancy?

An initial certificate of occupancy or a renewal without change is \$100. An interim CO is \$130. A renewal with change is \$200. There is no fee for a final Certificate of Occupancy.

5. My job does not have any prior occupancy and I am requesting a Final Certificate of Occupancy in DOB NOW. Why is there a \$100 fee?

Currently the system does not have the option to indicate that an initial Certificate of Occupancy is a Final request so that the fee is removed. To proceed, submit the \$100 payment. Once the request is submitted the reviewer can still issue the Final CO. A refund can be requested for the payment. The system will be updated soon to allow the fee to be removed for Final CO requests when the job does not have any established occupancy.

6. Are occupancy requests eligible to be fee exempt?

Currently applicable fees for occupancy requests are being applied to all properties. If the job used to create the occupancy request is fee exempt, a refund can be requested. The system will be updated for fee exempt requests soon.

7. What documents are required for a new CO Request?

A [Certificate of Occupancy Worksheet](#) is required for Core and Shell, TCO-initial and TCO-renewal with change. Any additional supporting documents can be uploaded in the Documents section by selecting +Add New Document. All supporting documents required for sign-off of the BIS job are uploaded in eSubmit, not in the DOB NOW occupancy request.

8. If PW7 forms are no longer accepted for Alt-1 jobs, how do I get my required items received?

The PW7 form will no longer be submitted. BIS items still must be uploaded via eSubmit. The required items will be received/reviewed at time of Certificate of Occupancy request in DOB NOW.

9. Is a PW6 form still required to request inspections?

Yes, submit the PW6 form via eSubmit.

10. Do we still request plumbing, electrical and elevator sign off for TCO renewals or will the system check?

These signs off remain in BIS required items. The process has not changed. Any documents in support of a TCO request, i.e. affidavits etc. that are submitted in TCO-Supporting Documents today, are uploaded in DOB NOW.

11. Core and shell is limited to commercial uses. Will it be available for residential uses too?

No, and Core and Shell occupancy is available per Borough Commissioner approval only.

12. If there are two apartments on a floor but one them is not completed yet, will the completed apartment on the floor qualify for the interim CO?

No, this is a Temporary CO. An Interim CO is only when the whole floor is completed. See [Local Law 6 of 2021](#) for qualifying buildings.

13. Where do I find the comments from the Schedule of Occupancy on the Certificate of Occupancy request?

Currently the CofO comments on the Schedule of Occupancy are not showing on the CO request but the comments will print on the Certificate of Occupancy when it is approved. A system update is being made so that the comments will show in the request.

14. How do I print the Certificate of Occupancy?

If the Certificate of Occupancy (temporary, interim or final) was issued in DOB NOW (all CO requests after March 1, 2021) then it can be printed from the DOB NOW public portal at www.nyc.gov/dobnow. Search by address or BIN. From the Property Profile page, select the More Options button on the top right corner and select Certificate of Occupancy.

15. What is the difference between partial and interim occupancy types?

Interim occupancy is for an entire floor where all uses on the floor have passed all required inspections and met all other occupancy requirements. It does not require renewal. See [Local Law 6 of 2021](#) for qualifying buildings. Partial occupancy is for part of a floor or several floors of qualifying

pre-1938 buildings. Partial CO can be issued for a floor or floors of qualifying pre-1938 buildings without a CO per 28-118.20.

16. Can a CO be issued to a building that has unverified floors?

TCO and interim CO can be issued but Final CO cannot be issued until all uses and floors are verified.

17. For BIS jobs, will the PDFs of COs/TCOs issued in DOB NOW be added to the CO PDF listing in BIS?

No, these will be in the DOB NOW public portal. BIS has a message directing users to DOB NOW for COs issued after March 1, 2021.

18. Do I have to close out/sign off all open jobs/violations at a property to get an amended CO for a new Alt-CO job?

Floors can get a TCO or an Interim CO with open violations or applications that do not impact safe occupancy on these floors. For Final CO, all open applications and violations must be closed out, or an open application/violation waiver approved by Project Advocates/ Borough Commissioner/Deputy Borough Commissioner.

Temporary BINs (TBINs)

1. When do I need to request a Temporary BIN (TBIN)?

A TBIN is created when there is already an existing BIN and the applicant wants to file plans to demolish an existing building and build a brand new one in its place, or the address entered on the PW1 does not exist because either the address is not found for the building, the lot is vacant, the BIN is obsolete or the BIN is a dummy BIN. If the applicant tries filing a PW1 with an invalid address, DOB NOW: *Build* will not allow the filing to be saved.

2. How do I submit a TBIN request in DOB NOW?

Log into DOB NOW and from the dashboard select the +Request button and Temporary BIN. Complete all required information and submit the request. All TBIN requests are required to be submitted in DOB NOW.

3. What documents are required for a TBIN request?

Submit confirmation of address from the topographical bureau at the appropriate Borough President's Office and the PD-1 (Plot Diagram Form) stamped and signed by the Borough President.