DOB NOW: *Build*
NOVEMBER 2021 RELEASE
Energy Submission & Review

Updated 10/27/2021
AGENDA

- Energy Requirement Overview
- Energy Submission Overview
- Plan Work (PW1) Current vs. New
- Energy Submission and Review Process
  - Fees
  - Review
    - Objections/Appointments
- PAAs and Subsequent Filings
BEST PRACTICES FOR THE VIRTUAL CLASSROOM

- Chat Feature
- Mute Microphones
- Ask Questions
- Parking Lot
- Feedback
- Participate
In order to comply with the **New York City Energy Conservation Code (NYCECC), Energy (EN)** Submissions are **required** for the following Job Types, Work Types and additional criteria:

<table>
<thead>
<tr>
<th>ENERGY SUBMISSION REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB TYPE</strong></td>
</tr>
<tr>
<td>New Buildings (NB)</td>
</tr>
<tr>
<td>Alteration – CO (Alt-CO)</td>
</tr>
<tr>
<td>Alterations (Alt)</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>
New Buildings and Alt-CO for New Building with Existing Elements to Remain always require Energy Submission as General Construction (GC) Work Type is always included on the initial filing.

Subsequent job filings for these job types will also require Energy Submissions if any of the applicable Work Types (GC, FO, BE, MS, PL) is included.
▪ **Alt-CO and Enlargement Job Filings** will always require Energy Submission as **General Construction (GC)** Work Type is always included on the initial filing.

▪ **Subsequent** job filings for Alt-CO and Enlargement Job Filings will require Energy Submissions if one of the applicable Work Types (GC, FO, BE, MS, PL) is included.
**DOB NOW: Build – ENERGY SUBMISSION REQUIREMENT**

- **Alterations** and **Enlargement** Job Filings, Initial or Subsequent with the applicable Work Types (GC, FO, BE, MS, PL) will always require Energy Submission.

![Diagram showing the relationship between Alterations (ALT), Enlargement (ENLARGEMENT), and requiring Energy Submission (EN SUBMISSION REQUIRED)].
**State** or **National Historic buildings** do not require Energy Submission if the Alt-CO* or Alt Job Filings do not include Enlargement.

*Alt-CO – New Buildings with Existing Elements to Remain will always require Energy Submission*
Historic Buildings are specifically defined in the NYC Energy Code:

- New York City Landmarked buildings are NOT exempt
- Listed or eligible for listing as a National or New York State Historic Building
- Designated as a contributing building in a National or State Historic District
- For the complete definition of ‘Historic Building,’ refer to Section R202 or Section C202.
If a user states that their building is a State or National Historic Building, they must submit a document: **Proof of Historic Building**.

Examples of Proof:

- Documentation obtained from the New York State Historic Preservation Office’s online tool called CRIS ([https://cris.parks.ny.gov/](https://cris.parks.ny.gov/)) clearly indicating the subject building is listed as, or is eligible for listing as an historic building.

- A letter from the New York State Historic Preservation Office, or the United States Department of the Interior verifying the subject building is listed as, or is eligible for listing as an historic building.
However, if the Alt job filing with the applicable work types does not include Enlargement and the property is not a Historic building then additional technical questions are required.

If any of the Technical Questions are answered “yes” then an Energy Submission is required.
DOB NOW: **Build** – ENERGY SUBMISSION REQUIREMENT

- **NB**
- **Alt-CO**
- **Alt-CO**
- **ALT**

**ENERGY SUBMISSION DETERMINATION CRITERIA**

FOR GC, FO, BE, MS & PL ONLY

- **NEW BUILDING WITH EXISTING ELEMENTS TO REMAIN**
  - **YES**
    - **ENLARGEMENT**
      - **NO**
        - **HISTORIC**
          - **NO**
            - **TECHNICAL QUESTIONS**
              - **YES**
                - **EN SUBMISSION REQUIRED**
              - **NO**
                - **EN SUBMISSION REQUIRED**
          - **YES**
            - **EN SUBMISSION REQUIRED**
        - **NO**
          - **HISTORIC**
            - **YES**
              - **NO ENERGY SUBMISSION**
            - **YES**
              - **NO ENERGY SUBMISSION**
    - **NO**
      - **HISTORIC**
        - **YES**
          - **NO ENERGY SUBMISSION**
        - **NO**
          - **NO ENERGY SUBMISSION**

- **NO ENERGY SUBMISSION**
- **Residential Buildings** – residential occupancies, 3-stories or less
- **Low Rise Mixed Use Buildings** – residential and commercial occupancies, 3-stories or less
- **Commercial Buildings** – commercial, any height; residential occupancies, 4-stories and greater
If Energy submission is required, then Energy related data must be provided as part of the job filing:

- **Building Energy Classification***
  - Residential
  - Commercial
  - Low Rise Mixed Use

- **Compliance Path**
  - ECC
  - ASHRAE

- **Analysis Method***
  - A. Tabular Analysis
  - B. REScheck
  - C. COMcheck
  - D. Energy Modeling
  - E. Energy Rating Index

- **Scope of Work Questions**
  - List of Questions within Scope of work tab
Depending on the Building Energy Classification selected, the selection of Compliance Path and Analysis Method will be impacted as follows:

**BUILDING ENERGY CLASSIFICATION***
- Residential and Mixed Use buildings with more than 3 stories are considered “Commercial” for energy review purposes.

**COMPLIANCE PATH**
- ECC Path will be pre-selected for Residential buildings, and the residential part of Low Rise Mixed Use buildings.
- For Commercial buildings and the commercial part of Low Rise Mixed Use buildings, applicants can either select ECC or ASHRAE.

**ANALYSIS METHOD***
- For Low Rise Mixed Use, applicants will have to select two paths and two methods, one set for the residential part of the buildings and one of the commercial part.
The Building Energy Classification chosen will affect the Compliance Path Options allowed.

The Building Energy Classification and Compliance Path will affect which Analysis Methods are allowed.

<table>
<thead>
<tr>
<th>BUILDING ENERGY CLASSIFICATION*</th>
<th>COMPLIANCE PATH**</th>
<th>ANALYSIS METHOD***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>ECC</td>
<td>A. Tabular Analysis</td>
</tr>
<tr>
<td>Commercial</td>
<td>ASHRAE</td>
<td>B. REScheck</td>
</tr>
<tr>
<td>Low Rise Mixed Use</td>
<td></td>
<td>C. COMcheck</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D. Energy Modeling</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E. Energy Rating Index</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESIDENTIAL</th>
<th>COMMERCIAL</th>
<th>Low Rise MIXED USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RESIDENTIAL PART</td>
<td>COMMERCIAL PART</td>
</tr>
<tr>
<td>ECC</td>
<td>A,B,D,E</td>
<td>A,B,D,E</td>
</tr>
<tr>
<td>ASHRAE</td>
<td>--</td>
<td>A,C,D</td>
</tr>
<tr>
<td></td>
<td>A,C</td>
<td>A,C,D</td>
</tr>
</tbody>
</table>
Some of these details are addressed in the current version of DOB NOW: *Build*, but the system is being updated to address the full scope of the Energy requirement we just reviewed.

The changes will be effective in Fall 2021.

Currently, the **NYCECC section** of the PW1 tab asks users to enter their Code Compliance Path and Energy Analysis Method for all Job Filings.

In the new process, the PW1 tab will only be used to determine if Energy Submission is required, but all details of the Energy Submission will appear on a **new Energy tab**.

Let’s look at the changes to the PW1 tab first.
When entering a job filing, users must currently fill out the NYCECC section of the PW1 where they note whether their work is in compliance with the NYCECC and specify:

- Code Compliance Path
- Energy Analysis
- Whether a TR8 Inspection is required
DOB NOW: Build – ENERGY SUBMISSION OVERVIEW

- Energy Analysis options:
  - Tabular Analysis
  - REScheck
  - COMcheck

- Code Compliance Path options:
  - NYCECC
  - ASHRAE
Current Process: TR8 inspections are auto populated by the system and are required. Users have an option to specify if the TR8 is not required.

New Process: TR8 inspections can be added as needed on the Job Filing. The available TR8 inspections will vary depending on the application work type. If the scope of work does not require a TR8 inspection, there is no need to specify that the TR8 is not required.

TR8 inspections will be available only for the 5 Energy-triggering Work Types (BE, FO, GC, MS, and PL).
The NYCECC section of the PW1 will only appear for applicable Work Types and Job Types.

For **New Buildings** or **Alt-CO New Building with Existing Elements to Remain**, the NYCECC section will not appear, as Energy is always required for those Job Types.

For **Alt** or **Alt-CO** job types, if **Enlargement** is **NOT** included in the job filing then the NYCECC section will display the following:

- Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)? (if **YES**, Energy Submission is **NOT** required )
- For Alt job types only, additional questions will be asked in the NYCECC section if the building is not Historic.
### ADDITIONAL QUESTIONS FOR ALT JOBS

<table>
<thead>
<tr>
<th>Question</th>
<th>EN REQUIRED: ANSWERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this work alter the façade or the roof?</td>
<td></td>
</tr>
<tr>
<td>Will any unconditioned space become conditioned space?</td>
<td></td>
</tr>
<tr>
<td>▪ If YES, provide GFA of altered space</td>
<td></td>
</tr>
<tr>
<td>Is this a roof re-cover?</td>
<td></td>
</tr>
<tr>
<td>▪ If YES, is sheathing or insulation exposed?</td>
<td></td>
</tr>
<tr>
<td>Have existing roof, wall or floor cavities been exposed?</td>
<td>YES</td>
</tr>
<tr>
<td>▪ If YES, is additional insulation required?</td>
<td>NO</td>
</tr>
<tr>
<td>Is any fenestration being replaced with new unit?</td>
<td></td>
</tr>
<tr>
<td>Does this work alter the Mechanical Systems?</td>
<td></td>
</tr>
<tr>
<td>Does this work alter the Interior or Exterior lighting?</td>
<td></td>
</tr>
<tr>
<td>Does the work require Commissioning?</td>
<td></td>
</tr>
</tbody>
</table>
The additional questions will appear only once the applicant has answered NO to “Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)?”

Further questions may appear as answers are entered.
- When Energy Submission is required, a new tab will appear under Zoning.

- The system will also display an alert notifying users that Energy Submission is required.
### Energy Requirement Summary

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Alteration</th>
<th>Work Types</th>
<th>General Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal Enlargement</td>
<td>Not Applicable</td>
<td>Vertical Enlargement</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Does the work involve the alteration of a State or National historic building?</td>
<td>No</td>
<td>Does the work alter the façade or the roof?</td>
<td>No</td>
</tr>
<tr>
<td>Is this a roof re-cover?</td>
<td>No</td>
<td>Will any unconditioned space become conditioned space?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the sheathing or insulation been exposed?</td>
<td>Not Applicable</td>
<td>If yes, provide Gross Floor Area (GFA) of the altered space.</td>
<td>200</td>
</tr>
<tr>
<td>Do exposed envelope cavities require additional insulation?</td>
<td>Not Applicable</td>
<td>Have existing roof, wall or floor cavities been exposed?</td>
<td>No</td>
</tr>
<tr>
<td>Does this work alter the Mechanical Systems?</td>
<td>No</td>
<td>Is any fenestration being replaced with new units?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the work require Commissioning?</td>
<td>Yes</td>
<td>Does this work alter the Interior or Exterior Lighting?</td>
<td>No</td>
</tr>
</tbody>
</table>
Begin the Energy Submission by clicking + Add on the Energy tab.
- Energy Submission can also begin from any dashboard by clicking **+ Requests** and choosing **Energy**.

- Enter the Job Filing number of a Job Filing # that has been saved in pre-filing status and click **Search**.
There are **four tabs** in the Energy Submission:

- General Information
- Scope of Work
- Documents
- Statements and Signatures

**General Information**

- **Request Information**
  - Request Number: Not Yet Issued
  - Job Ring Number: 00000000-01
  - Job Type: ALT-C1 - New Building with Existing Elements to Remain
  - Plung Review Type: Standard Plan Examination or Review
  - Request Type: New
  - Request Status: Pre-Filing

- **Location Information**
  - House Number: 151-14
  - Street Name: HOWLIE AVENUE
  - Borough: QUEENS
  - Block: 5076
  - Lot: 20
  - Community Board: 407
  - Zip Code: 11355

**Energy Classification**

- 

**Comments**

- 

**Stakeholders Information**

- 

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DOB NOW: *Build* – ENERGY SUBMISSION PROCESS

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NYC Buildings

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The General Information tab will display read-only Request Information and Location Information pulled from the respective Job Filing.
The Applicant of Record (AOR) for the Job Filing will also be the Applicant of Record for the Energy Submission.

The Owner Information and AOR information will also be read-only. Click Details for more information.
The first question on the General Information tab asks about the **Building Energy Classification**:

- **Low Rise Residential** (3 stories or fewer – residential only)
- **Low Rise Mixed Use** (3 stories or fewer – combination of commercial & residential)
- **Commercial / All Other** (commercial OR any building 4 stories or greater)

Residential and Mixed Use buildings with more than 3 stories are considered **Commercial** for Energy Submission purposes.
Next, fill in the **Compliance Path**

- ASHRAE
- ECC

**ECC** path will be pre-selected for **Residential** building and the Residential part of Low Rise Mixed Use buildings.

For **Commercial** buildings and the Commercial part of Low Rise Mixed Use buildings, either compliance path can be selected.
The Analysis Method drop-down will only show appropriate options from below:

- A. Tabular Analysis
- B. REScheck
- C. COMcheck
- D. Energy Modeling
- E. Energy Rating Index (ER)

For Low Rise Mixed Use, applicants will have to select two paths and two methods: one for the residential part of the building and one for the commercial part.

<table>
<thead>
<tr>
<th></th>
<th>Residential</th>
<th>Commercial</th>
<th>Low Rise Mixed Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A, B, D, E</td>
<td>A, C</td>
<td>Residential Part</td>
</tr>
<tr>
<td>ECC</td>
<td>A, B, D, E</td>
<td>A, C</td>
<td>Commercial Part</td>
</tr>
<tr>
<td>ASHRAE</td>
<td>N/A</td>
<td>A, C, D</td>
<td></td>
</tr>
</tbody>
</table>

- A (Tabular Analysis)  
- B (REScheck)  
- C (COMcheck)  
- D (Energy Modeling)  
- E (Energy Rating Index (ER))
An optional Comments section appears at the bottom of the General Information tab.

Users must save before moving to the next tab. Depending upon the respective Job Filing Review Type, the Energy Status Bar may be different.
The **Scope of Work** tab contains a series of required questions about the building’s energy use.

Only the questions relevant to the Job Filing will appear.

If the Job Filing has only Foundation Work Type, no Scope of Work tab will appear.
All documentation related to the Energy Submission should be put into a single document uploaded as the EN Plan Sets.

Click the Upload button to submit the document.

Additional supporting documents may be uploaded if desired.
Additional documents may be required to be uploaded regarding the Energy Submission later in the lifecycle of the Job Filing:

- **EN2: As Built Energy Analysis** may be required prior to requesting the Certificate of Occupancy.
- **Preliminary Commissioning Report Certification** may be required prior to Signoff.
- **Final Commissioning Report** may be required 18 or 30 months after the Certificate of Occupancy is granted.
- **Final Commissioning Report Certification** may be required 18 or 30 months after the Certificate of Occupancy is granted.
The Applicant of Record is required to **Attest** in the Statements & Signatures tab by clicking the checkbox.
There is an additional **Energy Fee** that will be paid ON THE ENERGY TAB.

These Energy fees **do not apply** to Subsequent (NB and Alt-CO) and PAA Job Filings. However, Job Filing fees **are** applicable.

Fee-Exempt Job Filings are exempt from Energy Fees.

<table>
<thead>
<tr>
<th>Type of Filing</th>
<th>Building Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB and Alt-CO</td>
<td>1, 2, 3 Family</td>
<td>$220</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>$875</td>
</tr>
<tr>
<td>Alteration</td>
<td>Any</td>
<td>No Fee</td>
</tr>
</tbody>
</table>
A new Yes or No question in the PW1 will ask if “This entire application is a carport or private garage accessory to a Group R-2 or R-3 occupancy and not exceeding 650 square feet in area and one story in height.”

The question will appear for all NB and Alt-CO Initial General Construction Job Filings.

It will also appear for any Alt – Foundation or Alt – General Construction Enlargement Filings.

If the answer is Yes, the Energy Submission fee will be waived, but Energy Submission is still required.
Depending on the details of the Job Filing, Energy may need to be submitted **WITH the PW1** or it may be submitted **AFTER the PW1 submission**.

The job will not be approved until energy is submitted and approved.

<table>
<thead>
<tr>
<th>Job Type / Review Type</th>
<th>Submit Energy WITH Job Filing</th>
<th>Submit Energy AFTER Job Filing</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB, Alt-CO NB with Existing Elements to Remain Prof Cert</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NB, Alt-CO NB with Existing Elements to Remain Standard Plan Review</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Alt, Alt-CO Prof Cert or Standard Plan</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
If the PW1 has not been submitted, then the Preview to File button will not appear on the Energy Submission.

If the Energy Submission has been completely filled out and saved, Energy will be automatically submitted when the related Job Filing is submitted.

If the PW1 has been submitted before Energy has been created (for Standard Plan Review NB and Alt-CO New Building with Existing Elements to Remain Job Filings), an Energy Submission can still be created.

A Submit button will display within the Energy Submission in that case.
If a Subsequent Job Filing has one of the five Energy Work Types (GC, FO, BE, MS, PL), then an updated Energy Submission will be required.

- No fee will be charged for Energy in Subsequent Job Filings.
- Subsequent Job Filings will not be approved until Energy is reviewed and approved.

<table>
<thead>
<tr>
<th>Initial Job Filing</th>
<th>Subsequent Job Filing: Standard Plan Review</th>
<th>Subsequent Job Filing: Professional Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Plan Review</td>
<td>Energy Submission may be filed</td>
<td>Energy Submission MUST be filed</td>
</tr>
<tr>
<td></td>
<td><strong>WITH</strong> PW1 or <strong>AFTER</strong> Job Filing</td>
<td><strong>WITH</strong> Job Filing</td>
</tr>
<tr>
<td>Professional Certification</td>
<td>Energy Submission MUST be filed</td>
<td>Energy Submission MUST be filed</td>
</tr>
<tr>
<td></td>
<td><strong>WITH</strong> Job Filing</td>
<td><strong>WITH</strong> Job Filing</td>
</tr>
</tbody>
</table>
For subsequent Job Filings that require Energy Submission, users may submit the same information in the document. However, the document uploaded cannot be the one stamped by DOB from the initial Job Filing.
This status bar is for Energy Submissions associated to Standard Plan Job Filings for NB and Alt-CO New Building with Existing Elements to Remain (both Initial and Subsequent).

- Pre-filing
- Pending Energy Plan Examiner Assignment
- Energy Plan Examiner Review
- Energy CPE/ACPE Review
- Energy Review Complete
- Energy Approved
- For all other Alt-CO and Alt Job Filings that are submitted Standard Plan Review and require Energy Submission, the status bar is below.
- This status bar also applies to all Professional Certification Job Filings that require Energy.
- This will also be seen for Subsequent Job Filings for those Job and Review types.

The steps of this review process are:
- Pre-filing
- Pending Energy Review
- Energy Approved
This is the Status Bar for a Professional Certification Job Filing.

Standard Plan Examination Review Job Filings display this Status Bar.

Additional statuses may appear due to the interaction between the Energy Review and the PW1 Review.
The PW1 (Architectural) Plan Examiner can approve the Job Filing only when the Energy Review is complete. Therefore, when the Plan Examiner is trying to approve the Job Filing, but Energy Review is not done, they can choose **Awaiting Energy Approval**.

After the Energy Review is complete, the PW1 (Architectural) Plan Examiner may request that the Energy Plan Examiner re-review the Energy Submission again by choosing **Referred to Energy**.
The Energy Submission will be Approved when the PW1 (Architectural) Job Filing is Approved.

When the Energy Submission review is complete, the status bar will be in Energy Review Complete status until the respective Job Filing review is finished and Architectural Plans are Approved.

Once the Job Filing review is complete, the Energy Submission status will move to Energy Approved.
DOB NOW: *Build* – ENERGY SUBMISSION PROCESS

- Job Filing (PW1) with Energy Submission
- Plan Examiner / QA Review
- Job Filing Approval
- Energy Plan Review & Approval
- Objections
If the Energy Submission is in Energy Review Complete status, but the Job Filing is not yet in Approved status, users can choose to Update the Energy Submission.
From the Action drop-down in the Energy tab of the Job Filing, choose Update.
**DOB NOW: Build – ENERGY SUBMISSION UPDATE**

- **Update** can also be found in the Action drop-down in the Energy Dashboard.

- Users will be brought into the Energy Submission, where they will see a banner notifying them that a Correction is in progress.
- The Energy Submission may now be edited.
- Comments are required.
- Once all changes are made, click Resubmit. The Energy Review process will restart.
▪ Energy submission may be required as a result of a PAA if it is not submitted with the Initial filing:
  ▪ If the building is incorrectly specified as historic, a PAA must be submitted at the Job Filing level.
  ▪ If Energy is submitted for the first time in a PAA, Energy Fees will be applied at that point.
  ▪ If Energy has previously been submitted, users can only amend Energy by initiating a PAA on the Job Filing level.

▪ Post Approval Amendments (PAAs) on Job Filings with Energy Submission will ask if there will be any changes required to the Energy Submission.
  ▪ If YES, then there must be changes to the Energy Submission.
  ▪ If NO, then the Energy Submission cannot be changed.
If a user chooses to submit an Applicant of Record Withdrawal or Supersede Request on PW1 after the permit is issued and if it is approved, then the system will automatically Withdraw or Supersede the Energy Applicant as well.

<table>
<thead>
<tr>
<th>Select Action:</th>
<th>Q00039601</th>
<th>I1</th>
<th>New Building</th>
<th>New Job Filing</th>
<th>Pending CPE/ACPE Assignment</th>
<th>08/31/2021</th>
<th>GC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Action:</td>
<td>Q00039597</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Pending CPE/ACPE Assignment</td>
<td>08/31/2021</td>
<td>GC</td>
</tr>
<tr>
<td>Select Action:</td>
<td>239285</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Approved</td>
<td>08/31/2021</td>
<td>GC</td>
</tr>
<tr>
<td>Select Action:</td>
<td>239283</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Permit Entire</td>
<td>08/31/2021</td>
<td>GC</td>
</tr>
<tr>
<td>Select Action:</td>
<td>Create Work Permit</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Pending CPE/ACPE Assignment</td>
<td>08/30/2021</td>
<td>GC</td>
</tr>
<tr>
<td>Select Action:</td>
<td>L2 (Civil Penalty Review)</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Pending Prof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Action:</td>
<td>PAA (Post Approval Amendment)</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Action:</td>
<td>Request Site Safety</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Action:</td>
<td>Subsequent Filing</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Action:</td>
<td>Supersede</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Action:</td>
<td>Withdrawal</td>
<td>I1</td>
<td>New Building</td>
<td>New Job Filing</td>
<td>Permit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confirm

Confirm that you want to proceed with creating an Applicant Withdrawal Request. (Note: this request is not for withdrawing the filing; go to www.nyc.gov/dobnowhelp if you want to withdraw the filing.)

Yes  No
Energy Plan Examiners may issue objections to the Energy Submission. These objections are separate from any objections that might be raised by Architectural Plan Examiners and would involve separate appointments if applicable.

The length of EN-related appointments depends on the building type:
- 20 minutes for Residential Buildings
- 40 minutes for Commercial Buildings
- 60 minutes for Residential or Commercial buildings that use method D (Energy Modeling)
Architectural Plan Examiners may specify that their objections also affect the Energy Submission.

In that case, the **Objections/Appointments** tab will appear on the main Job Filing only.

The Energy Submission status will be **Objections – Update Energy**.
If there is an Energy objection, a new tab appears in the Energy Request: **Objections/Appointments**.

Applicants can **view** the objection(s) and **schedule** appointments.

**Objections**

<table>
<thead>
<tr>
<th>Objection</th>
<th>Code</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Energy Analysis</td>
<td>Mechanical System</td>
<td>Open</td>
<td>✉️ Edit</td>
</tr>
</tbody>
</table>

**Schedule Appointment**
Clicking the **Edit** button allows the Applicant to **see the details of the Objection**. The Applicant can **enter Comments** and change the Objection status from **Open to Closed**.
To schedule an Appointment, click + Appointment.

The New Appointment pop-up window will appear where Applicants can enter:

- Required Attendees
- Appointment Date
- Appointment Time
- Meeting Intent

Click Schedule. The length of the appointment will be entered automatically.
THANK YOU!

NO PAPER. NO LINES.