New York City Department of Buildings

DOB NOW: Safety

Façades Compliance Filing Qualified External Wall Inspector (QEWI) User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

January 4th, 2017

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Introduction

DOB NOW: *Safety* Overview

DOB NOW: *Safety* has been designed to allow Qualified External Wall Inspectors (QEWI), Owners, Registered Architects, and Professional Engineers to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Safety*** to submit applications, make payments, check the status of an application, amend an application, and make time extension requests. **DOB NOW: *Safety*** will be released in phases throughout 2016 and 2017. In 2018, DOB NOW will be completed and will be the entry point for all DOB transactions.

DOB NOW: *Safety* Façades Overview

To keep buildings safe, owners of properties higher than six and a half stories must have exterior walls and appurtenances, such as balconies, inspected every five years – and they must file a technical façade report with the Department. See NYC Construction Codes §28-302.1 and RCNY §103-04.

Property owners must repair unsafe conditions within 90 days of filing a technical report. Once the work is finished, owners must file an amended report within 14 days.

DOB NOW: *Safety* Manual Overview

This user manual provides step-by-step instructions for a QEWI to submit, electronically sign and track compliance filing applications through **DOB NOW: *Safety***. This manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

This manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

Inspection & Report Deadlines

Façade report and maintenance/repair deadlines are divided into cycles. Cycle 8 began February 21, 2015, and runs through February 21, 2020. The Department has added sub-cycles to make it easier for owners to hire qualified professionals and contractors. The last digit of a building's block number determines if the property falls into sub-cycle A, B, or C.

Sub-Cycle	Last Digit of Block Number	Filing Period/Deadline
A	4, 5, 6, or 9	February 21, 2015 – February 21, 2017
B	0, 7, or 8	February 21, 2016 – February 21, 2018
C	1, 2, or 3	February 21, 2017 – February 21, 2019

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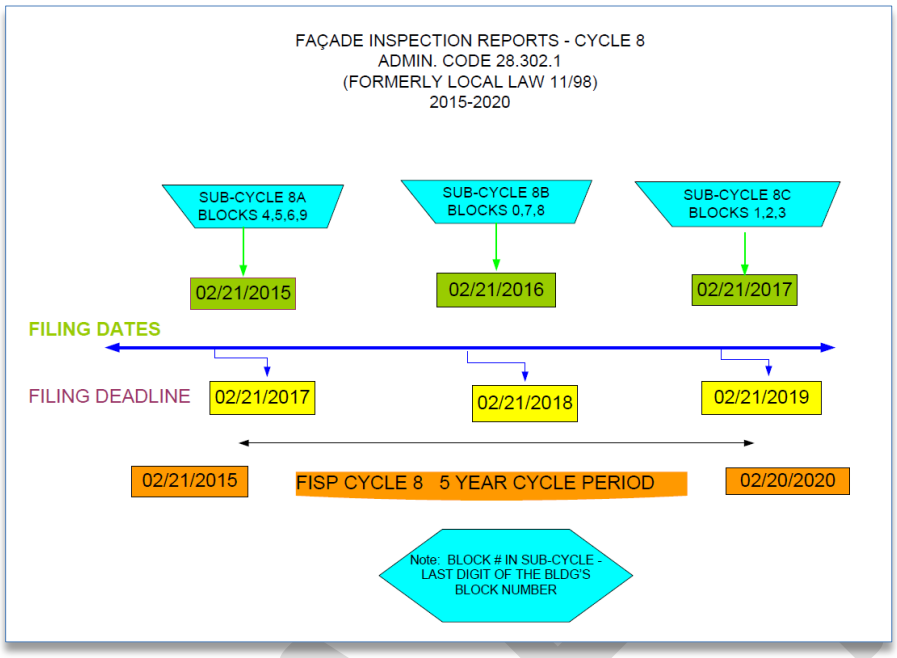
Sub-Cycle Diagram



Façade Classifications

The required façade inspections are called critical examinations and may only be performed by a Qualified Exterior Wall Inspector (QEWI). QEWIs are New York State licensed Professional Engineers (PE) or New York State Registered Architects (RA). After performing an inspection, the QEWI must file a technical report on the condition of the facade, and classify the building in one of three ways:

- **SAFE:** No observed unsafe conditions;
- **SAFE With a Repair and Maintenance Program (SWARMP):** Safe, but requires repair/maintenance; or
- **UNSAFE:** Observed problems/defects that threaten public safety.

With an UNSAFE classification, the owner must immediately install protection, such as a sidewalk shed, construction fence, etc.

SWARMP Filings

- The condition of window air conditioner units may be classified as SWARMP.
- SWARMP filings must include a statement that states “There are no unsafe conditions.”
- If the QEWI believes the condition will deteriorate and become hazardous in less than 12 months, the façade report must be filed as UNSAFE.

If all necessary repairs are not completed before the next cycle, the next report must be filed as UNSAFE.

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General Façade Report Reminders

- Buildings with ongoing construction may not be designated as SAFE.
- Provide color photos and a location diagram at the time of filing.
- Include a statement that describes the degree of water retention.
- Submit a certification that repairs identified in the prior cycle have been completed.
- Cite the cause and description of the deterioration.
- Include the QEWI's projected month and year when the defects will become hazardous and cause the façade to be classified as UNSAFE.
- Cite which repairs will need a Department-issued work permit.
- Provide details about appurtenances.
- Include a copy of the Notice of Rejection when resubmitting.

DOB NOW: *Safety* Filing Numbers

Filing Number: In DOB NOW: *Safety*, a filing number is a compliance filing reference: the filing type, control number, sub-cycle and filing iteration type.

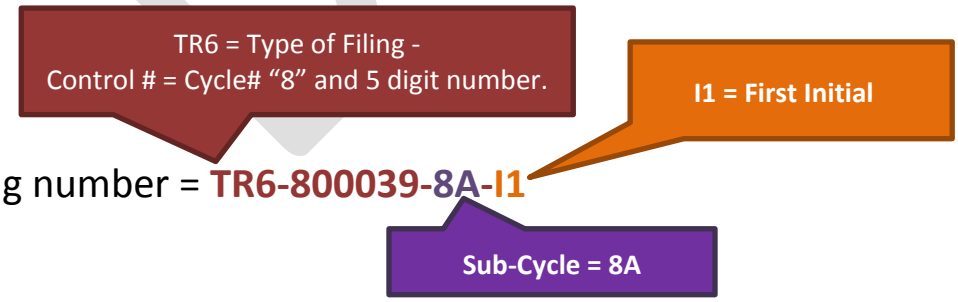
a. Filing type: is represented by the first set of characters followed by a dash; i.e. TR6 is for the Technical Report being filed. F1 represents a FISP1 extension request. Examples are as follows:
   a. TR6-800039-8A-I1
   b. F1-80039-8A-001

b. Control Number: a control number is a building identifier used by the DOB Facades Unit. The number includes as the first digit the five year filing cycle number, followed by the building identifier.

c. Sub-Cycle: the sub-cycle reference is a two year cycle represented by A, B or C. For example, sub-cycle 8A is the first sub-cycle in cycle 8.

d. Filing Indicator: a filing indicator, such as **I** for Initial, **S** for Subsequent or **A** for Amended.

Example:



DOB NOW: *Safety* Terms

The compliance process may result in additional reports and filings.

- Technical Review (TR6):
  - **Initial:** First compliance filing for a cycle / sub-cycle.
  - **Subsequent TR6**: Change of TR6 filing content.
  - **Amended TR6**: After repairs are made for an UNSAFE initial filing.
  - **FISP1 (initial) and FISP2 (additional)**: Time extension requests.
- **FISP3**: QEWI or DP providing an UNSAFE Notification.
- **Height Verification (HV) Inspection Request**: Request for determination of whether the building is subject to DOB compliance (over or under 6.5 stories in height).
- **Partial Shed Removal (PSR) Requests**: Request for removal of a shed affecting commerce, traffic flow or hazard.
- **Sub-Cycle Reassignment**: Request to have multiple properties/filings consolidated into one Sub-Cycle.

DP: A Design Professional is a Professional Engineer or Registered Architect.

QEWI: A Qualified Exterior Wall Inspector is a DOB registered Professional Engineer (PE) or Registered Architect (RA) that has been registered and verified with the DOB Facades Unit.

CSR: A Customer Service Representative is a DOB staff member who provides an Administrative Review of a filing, usually before sending the filing to a Plan Examiner. An Administrative Review for a filing in part consists of making sure the content provided is complete.

ERT: The Emergency Response Team provides rapid response in all emergencies requiring DOB response to ensure that NYC building codes and rules and regulations are being followed.

Plan Examiner: A DOB building Plan Examiner (PE) reviews a filing and determines the condition of each filing. For example, a filing can be rejected, accepted or returned incomplete.

FISP (Façade Inspection & Safety Program) Forms: A reference to either a filing extension or an UNSAFE Notification. In the example of a FISP1 (an initial extension request) and FISP2 (additional extension request), each represents a time extension request for a UNSAFE filing. In the example of a FISP3 (or unsafe Condition) report, the report can be filed by a QEWI or a DP.

Initial Filing: This option will be enabled for a new compliance filing.

Amended Filing: This option will be enabled after an UNSAFE Initial Report has been filed and accepted by DOB.

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Subsequent Filing: This option will be enabled after a SAFE or SWARMP Initial (TR6) Report has already been filed and accepted. A subsequent report indicating revised conditions may be filed within the current five-year report filing cycle to change a building's filing status for that cycle.

Inspection: If a DOB Inspection is determined to be necessary as part of the filing process, an Inspector is assigned to inspect the façade of a building, and report on its condition.

BIN: This refers to the Building Identification Number. A BIN is assigned to each building.

Block and Lot: This refers to the physical mapped location of a building. The block and Lot is also known as the "tax" block and Lot.

Task Form: This form provides information on decisions of an individual filing.

311: NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone.

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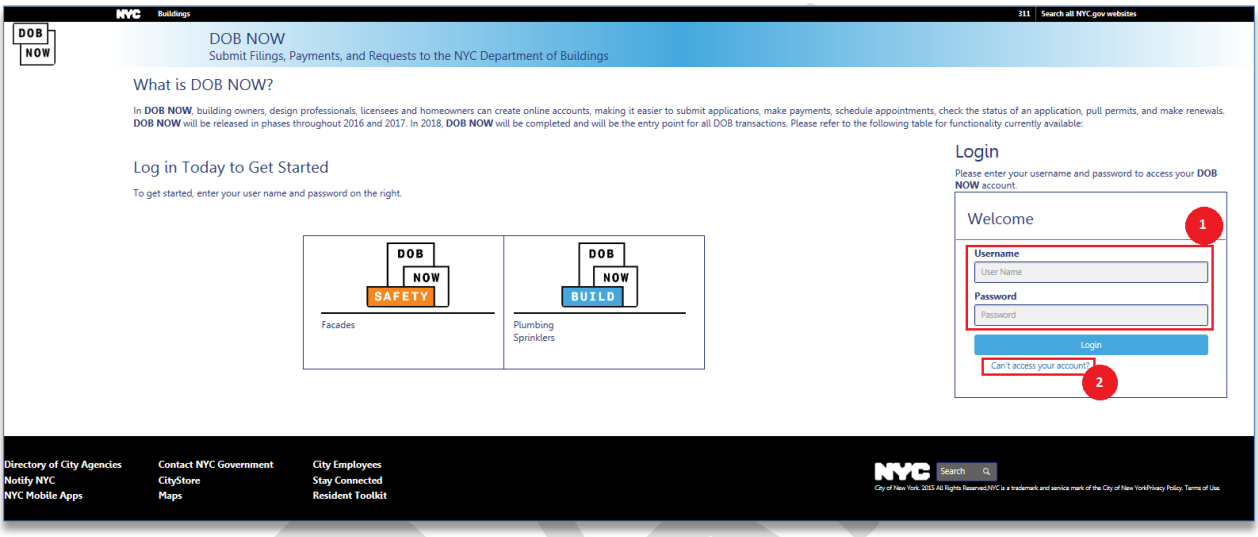
Accessing DOB NOW: *Safety* and Getting Oriented

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Safety*.

This section will guide you through how to access DOB NOW: *Safety* and help to get you familiar with navigating between different screens in the system. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

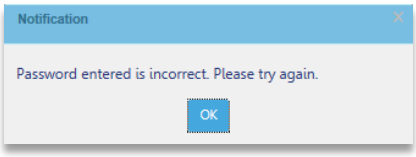
Access DOB NOW: *Safety*



Navigate to the DOB NOW login page by going to the following link: **www.nyc.gov/dobnow**

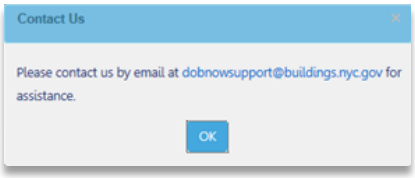
1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

   Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.



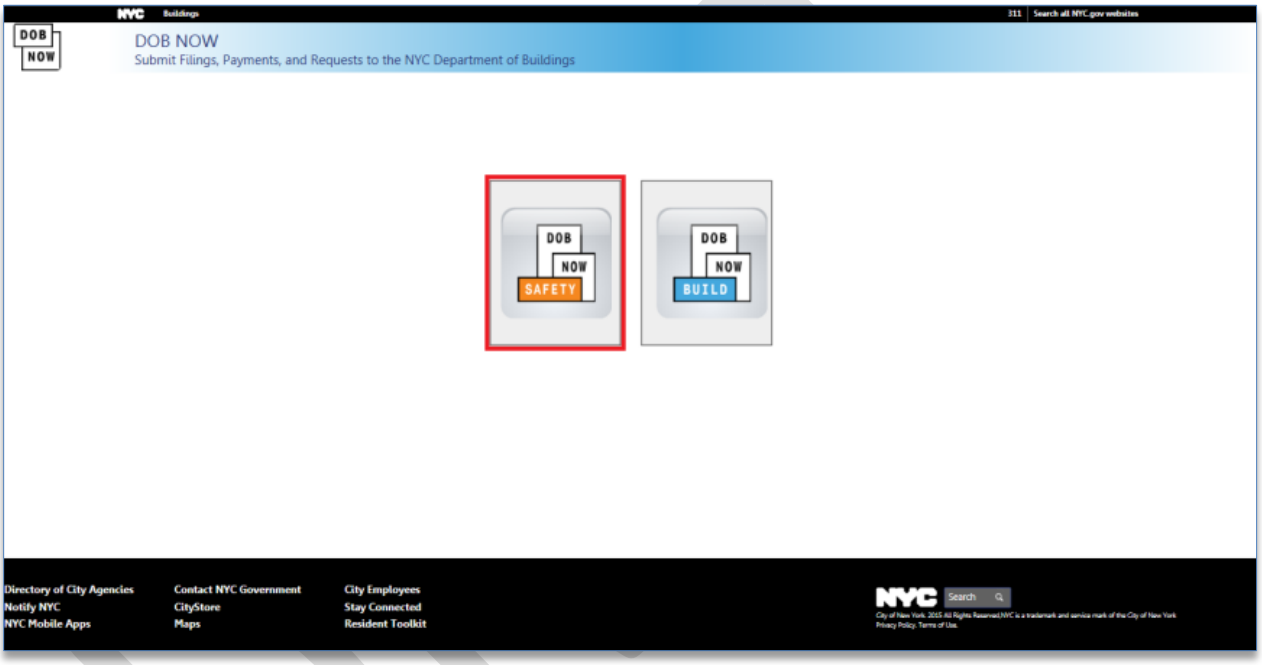
   If your account has been flagged or deactivated by DOB, you will also see an error message and will not be able to log in.

2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address (***dobnowsupport@buildings.nyc.gov***) to contact for assistance.



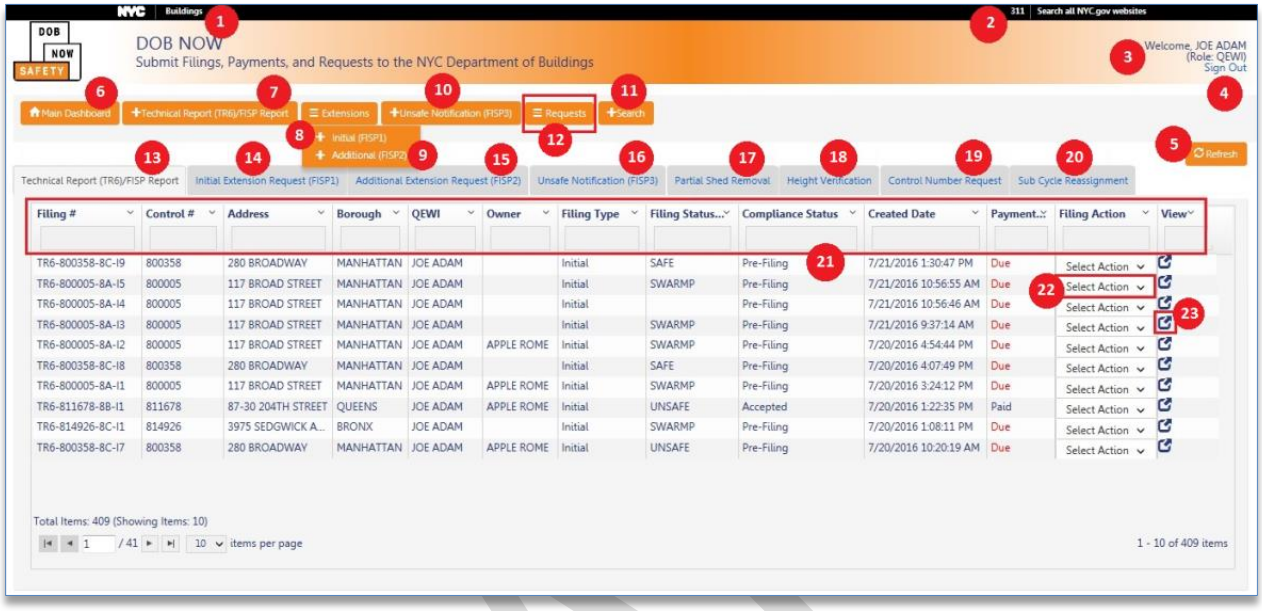
*If you do not have a confirmed **eFiling** account, you will not be able to login to DOB NOW: Safety.*

Once you have successfully logged in, navigate to DOB NOW: *Safety* by clicking on the DOB NOW: *Safety* icon.



DOB NOW: *Safety* Façades Dashboard Orientation

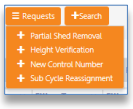
After logging in, the system will display the Façades main dashboard. The numbers correspond to the list below that explains the buttons and fields, and describes the actions that you can take.



1. **NYC.com Link:** Link to the NYC.gov homepage.
2. **311 Link:** Link to the 311 homepage.
3. **Logged In User:** Identifies the User Name and System Role associated with the user account.
4. **Sign Out:** Sign out of the DOB NOW: *Safety* system.
5. **Refresh:** Refreshes the data to display the most recent information.
6. **Main Dashboard Button**: Link to the Main Dashboard to select between the DOB NOW: *Safety* and DOB NOW: *Build* systems.
7. **New Technical Report (TR6)/FISP Filing Button:** Create a new TR6 (Initial Technical Report) compliance filing for the current cycle. TR6 compliance filing options include:
    a. **Initial**
    b. **Subsequent**
    c. **Amended**
    d. **FISP1 and FISP2**
8. **The menu item under the Extensions Button (** **) → Initial Extension Request Filing Button (FISP1):** Create a FISP1 report after an "Accepted" Unsafe TR6 filing.
9. **The menu item under the Extensions Button (** **) → Additional Extension Requests Button (FISP2):** Create a FISP2 report after an "Accepted" FISP1 or FISP2 Extension.
10. **Unsafe Notification (FISP3) Button:** A QEWI or a Registered Design Professional can create and file a FISP3 if there are façade concerns. In addition to the FISP3 filing, it is expected that the

QEWI or Design Professional call either 311 or 911 for serious façade safety concerns. The FISP3 form is the only form a Design Professional can file.

11. **Search:** Search Façade property status and information.



12. **The Requests menu has four items:**
    a. **Partial Shed Removal Menu Item:** Filed by a QEWI for the removal of a scaffold that is affecting commerce, traffic flow and/or other potential hazard(s), and where work is currently not occurring.
    b. **Height Verification Menu Item:** Filed by a QEWI to request validation that a building is either above or below 6.5 stories.
    c. **Control Number Request Menu Item:** Filed by a QEWI, Owner, or Owner Representative to request that a Control Number on a new building.
    d. **Sub Cycle Reassignment Request Menu Item:** Field by a QEWI, Owner, or Owner Representative to request a sub-cycle reassignment.
13. **Technical Report TR6/FISP Job Filings Tab:** Search and view all of the TR6 filings you have saved or filed.
14. **Initial Extension Request Tab (FISP1):** Search and view all of the FISP1 filings you have saved or filed.
15. **Additional Extension Requests Tab (FISP2):** Search and view all of the FISP2 filings you have saved or filed.
16. **Unsafe Notification Tab (FISP3):** Search and view all of the Unsafe Notifications (FISP3 filings) you have saved or filed.
17. **Partial Shed Removal (PSR) Tab:** Search and view all of the PSR Notification filings you have saved or filed.
18. **Height Verification Tab:** Search and view all of the Height Verification filings you have saved or filed.
19. **Control Number Requests Tab:** Search and view the filed Control Number requests you have saved or filed.
20. **Sub Cycle Reassignment Requests Tab:** Search and view existing requests for Building sub-cycle reassignments you have saved or filed.

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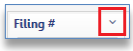
21. **List of grid columns:** Filing #, Control #, Address, Borough, QEWI, Owner, Filing Type, Filing Status, Compliance Status, Created Date, Payment Status, Filing Action and View. Relevant data is displayed in each column for each type of compliance filing / request identified in items 13 to 20 above. Each contain their own unique columns of information:
    a. You are able to sort the data in ascending or descending order, and also remove the column by clicking on the little arrow next to the column name (

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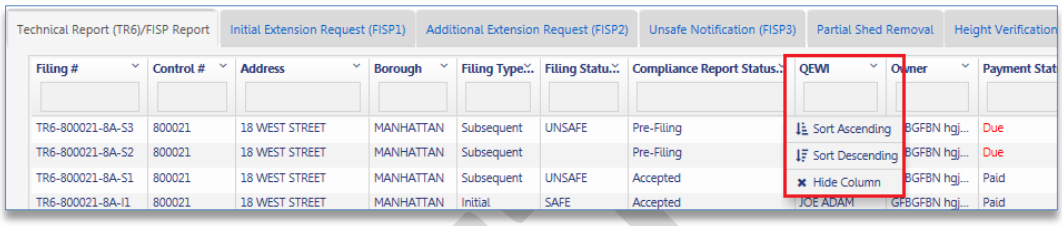
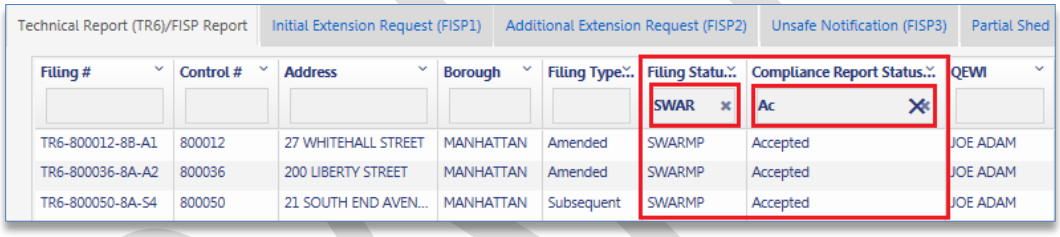


    b. You can search each column for specific information by entering that information in the blank field at the top of the column.

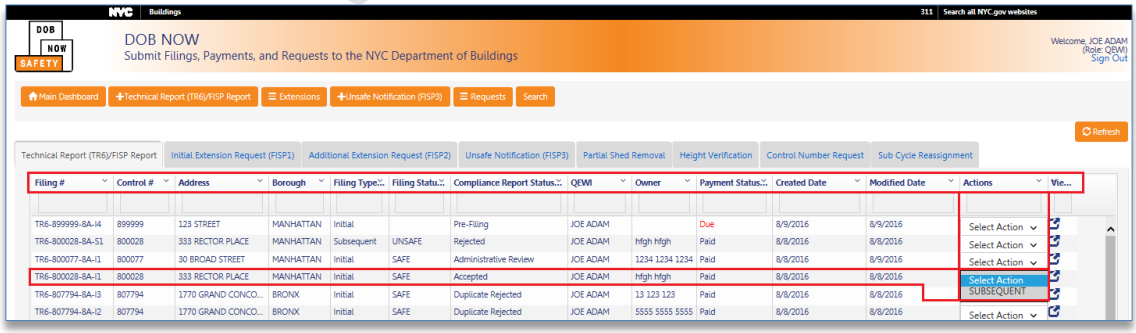


22. **Filing Action:** Select a filing action for the compliance filing.
23. **View:** Directs you to the compliance filing page.

Dashboard Columns

This section guides you through the actions that you can take from each tab on the dashboard. For example, the default *Technical Report (TR6)/FISP Report* tab has the following columns: *Filing#, Control#, Address, Borough, Filing Status, Compliance Status, Payment Status, Action* and *View.* Within each column, you can perform a compliance filing column search.

The options available in the *Action* column dropdown menu will change depending on the status of your filings as indicated in the *Filing Type* column (Initial, Subsequent, Amended, FISP1 or FISP2). Each filing action will be dependent on its status / progress.



DOB NOW: *Safety* Application Features

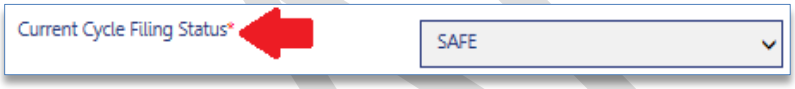
This section of the manual describes the common features that are found in DOB NOW: *Safety*. These features will help you to navigate DOB NOW: Safety to display information related to your filings.

Ribbon

At the top of each form a ribbon displays the current filing status to the QEWI. When the TR6 has first been opened, the *Pre-Filing* status will be highlighted in orange on the form, until the application has been saved for the first time. Once the filing has been saved for the first time, additional statuses will be displayed as shown below.

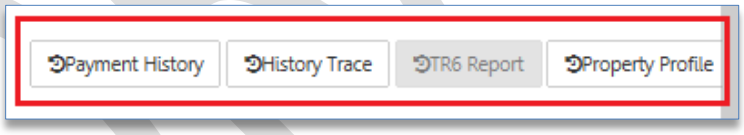
Required Fields

On all forms of DOB NOW: *Safety,* required fields are notated by a red asterisk (*). These fields must have data entered into them by the QEWI in order to file. Optional non-required fields can have data entered into them at the discretion of the QEWI.



Form and Property Detailed Information

On all façades compliance filing forms, the following buttons are displayed on the right corner of the screen:



- History Trace
- Property Profile

On forms where payments are required, including the TR6, FISP1, and FISP2, the following button will display:

- Payment History

On the TR6 form, once the TR6 has been filed, the following button will display:

- TR6 Report

The functionality for each of these buttons is described in detail in the following sections.

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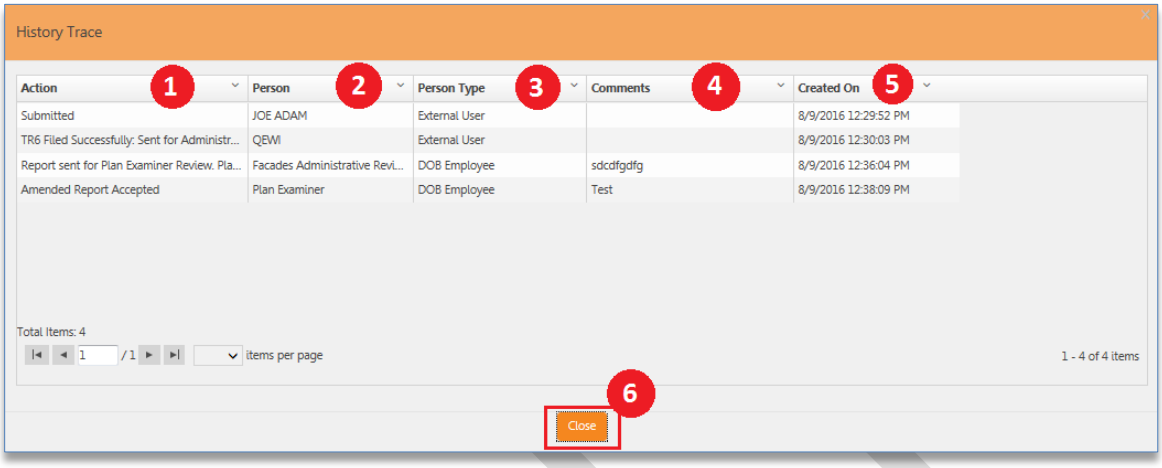
History Trace Button

When clicked, the following pop-up screen displays with the list of actions taken on the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.



1. **Action**: The type of action taken.
2. **Person**: The person who performed the action.
3. **Person Type**: The person's user role in the process.
4. **Comments**: Comments related to the action.
5. **Created On**: The date the action was performed.
6. **Close button**: When the QEWI is finished viewing the History Trace, clicking the *Close* button will close the pop-up screen.

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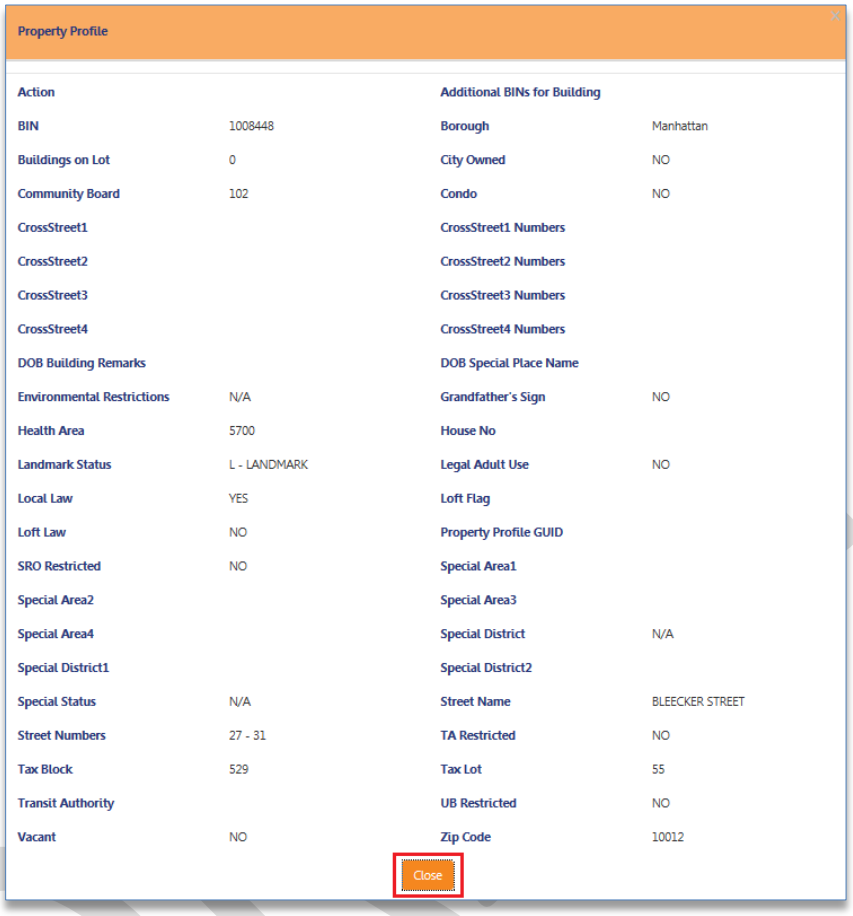
Property Profile Button

When clicked, the following pop-up screen displays the property profile detail related to the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.



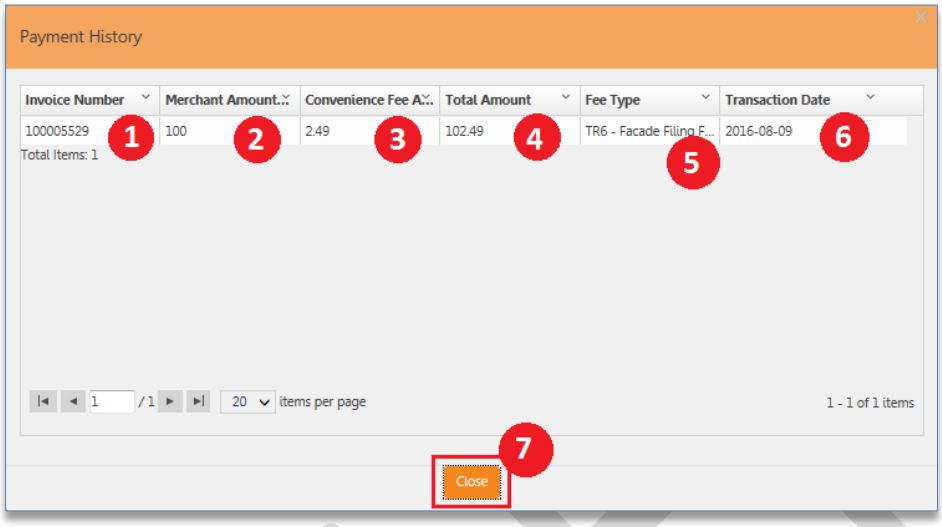
Property Profile

Action		Additional BINs for Building	
BIN	1008448	Borough	Manhattan
Buildings on Lot	0	City Owned	NO
Community Board	102	Condo	NO
CrossStreet1		CrossStreet1 Numbers	
CrossStreet2		CrossStreet2 Numbers	
CrossStreet3		CrossStreet3 Numbers	
CrossStreet4		CrossStreet4 Numbers	
DOB Building Remarks		DOB Special Place Name	
Environmental Restrictions	N/A	Grandfather's Sign	NO
Health Area	5700	House No	
Landmark Status	L - LANDMARK	Legal Adult Use	NO
Local Law	YES	Loft Flag	
Loft Law	NO	Property Profile GUID	
SRO Restricted	NO	Special Area1	
Special Area2		Special Area3	
Special Area4		Special District	N/A
Special District1		Special District2	
Special Status	N/A	Street Name	BLEECKER STREET
Street Numbers	27 - 31	TA Restricted	NO
Tax Block	529	Tax Lot	55
Transit Authority		UB Restricted	NO
Vacant	NO	Zip Code	10012

Close

Payment History Button

When clicked, the *Payment History* pop-up screen displays a list of all payments related to the filing. This information is read only.



1. Invoice Number
2. Merchant Amount
3. Convenience Fee Applied
4. Total Amount
5. Fee Type
6. Transaction Date
7. Close button – When the QEWI is finished viewing the History Trace, clicking the Close button will close the pop-up screen.

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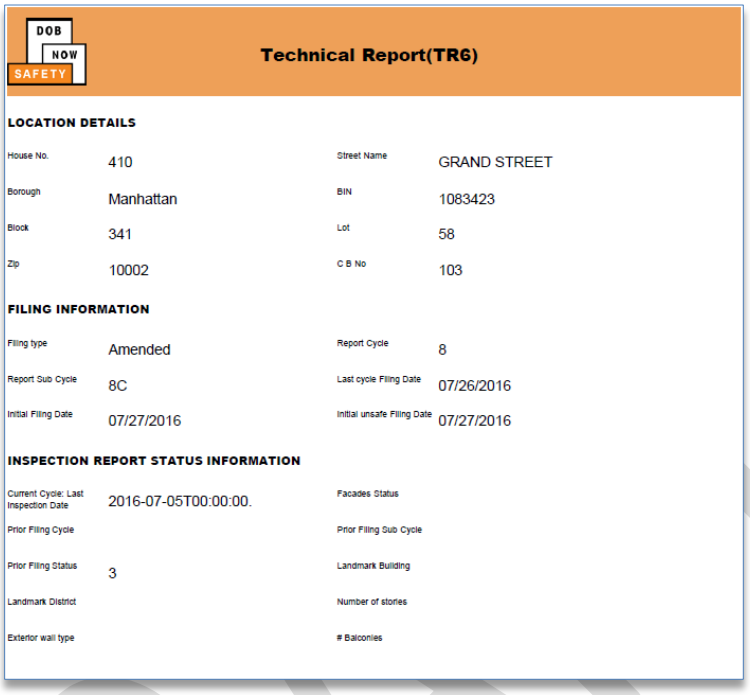
TR6 Report Button

When clicked, a new window is opened, displaying a PDF version of the full TR6 Report, which can be saved.



Technical Report(TR6)

LOCATION DETAILS

House No.	410	Street Name	GRAND STREET
Borough	Manhattan	BIN	1083423
Block	341	Lot	58
Zip	10002	C B No	103

FILING INFORMATION

Filing type	Amended	Report Cycle	8
Report Sub Cycle	8C	Last cycle Filing Date	07/26/2016
Initial Filing Date	07/27/2016	Initial unsafe Filing Date	07/27/2016

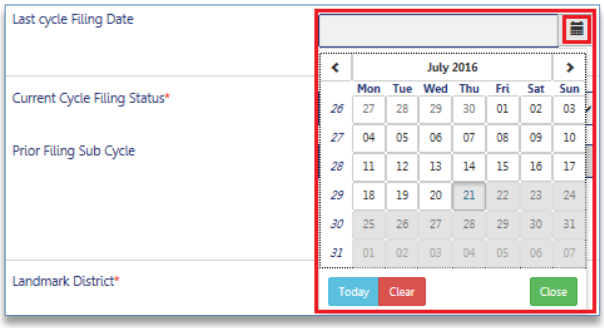
INSPECTION REPORT STATUS INFORMATION

Current Cycle: Last Inspection Date	2016-07-05T00:00:00.	Facades Status	
Prior Filing Cycle		Prior Filing Sub Cycle	
Prior Filing Status	3	Landmark Building	
Landmark District		Number of stories	
Exterior wall type		# Balconies	

Calendar Dropdown

With each date field, clicking on the calendar icon displays a calendar pop-up screen.

When the calendar icon is clicked and a date is selected, the date will populate in the date field in the proper format (*mm/dd/yyyy*). This applies to date fields throughout DOB NOW: *Safety*. Only those dates that are applicable to the field will be available for selection.



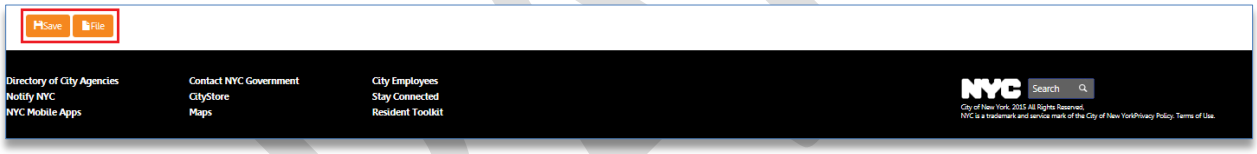
Saving and Filing

With all data entry forms, the QEWI can save work before filing. This enables the QEWI to confirm the data provided, and work on the forms in stages and complete the filing at a later time when necessary.

When clicking the *Save* button for the first time, a filing number is generated.

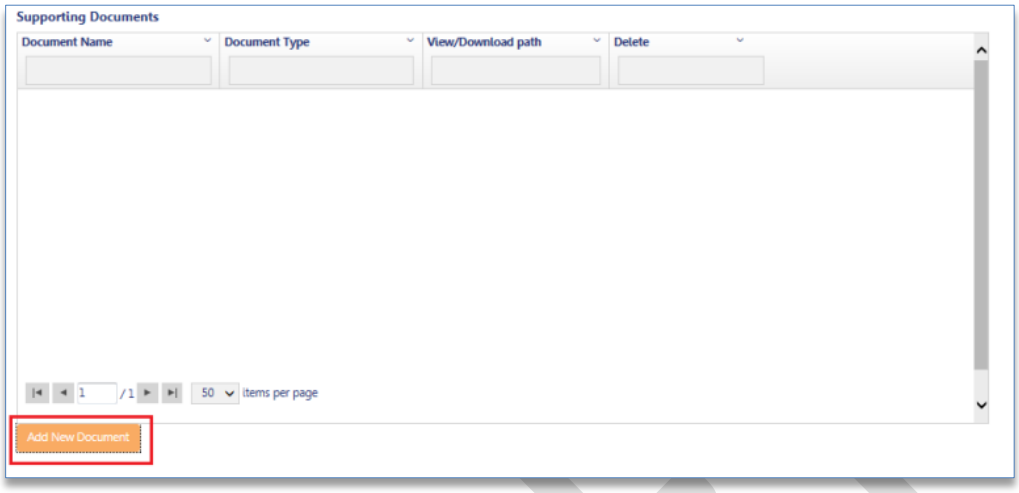
When the form has been filled out, electronic signatures checked and payment made (if any), the QEWI can click the *File* button.

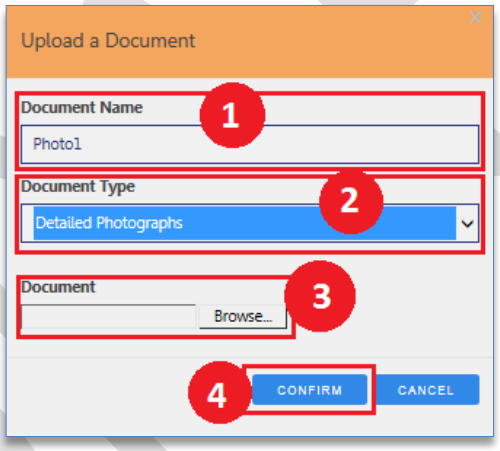
The *Save* and *File* buttons also can be found on the bottom of all data entry forms.



Supporting Documents

On the *Supporting Documents* form, the QEWI can attach supporting documents by clicking on the **Add New Document** button that brings up the *Upload a Document* pop-up screen.





1. **Document Name**: A name the QEWI will enter as a reference.
2. **Document Type**: The types of documents that can be uploaded will be listed as options in r the *Document Type* dropdown menu. There must be at least one document uploaded for each required *Document Type*. Document Types include:
   - **a. TR6**
     - i. Detailed Photographs
     - ii. Elevation Photographs
     - iii. Plot Plan
     - iv. Seal and Signature
   - **b. FISP1**
     - i. Assessment of temporary safety measures
     - ii. Company name, address, phone and email of PE or RA
     - iii. FENCE

iv. Notarized letter by owner that work will be completed within stated time of PE/RA estimate
v. OTHER
vi. Scope of Work
vii. Seal and Signature
viii. SHED
ix. Signed and sealed statement of estimated time required to repair
x. Timetable

c. FISP2

i. Detailed Photographs Provided
ii. Copy of work application/permit
iii. Scope of Work
iv. Seal and Signature

d. FISP3

i. Seal and Signature
ii. Other

e. Partial Shed Removal

i. After Pictures
ii. Before Pictures
iii. Building ID/Address
iv. Facades Elevation Photo
v. Justification
vi. Plot Plan/Site Plan

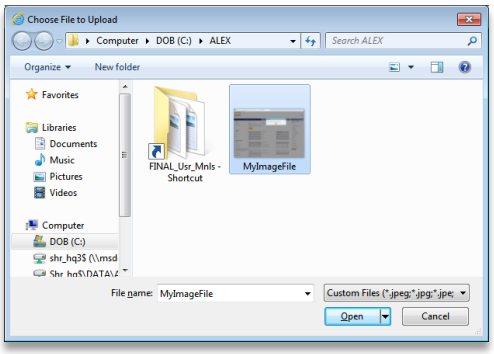
f. Height Verification

i. Demo Sign Off
ii. Other
iii. Permit
iv. Photographs
v. Property Profile

g. Control Number Request

i. Photo Documentation of all Exterior Walls

3. **Document**: The QEWI will click on the **Browse…** button to select a file for upload. File types include .PDF and .JPG (or .JPEG). Select the desired file for upload and click the ***Open*** button.



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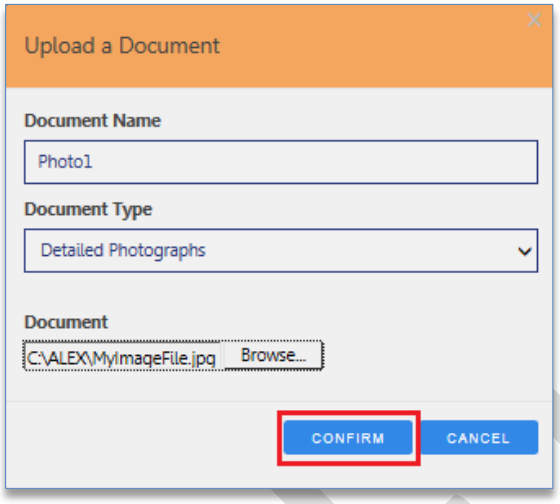
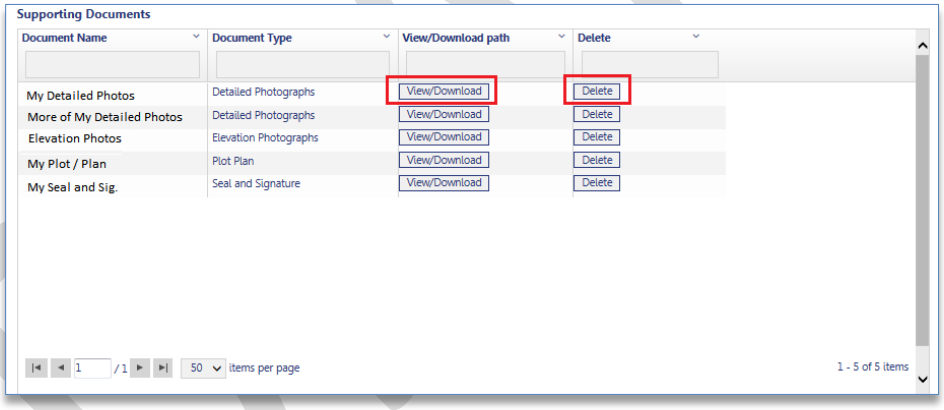
The file will be prepared for upload. Only one file can be uploaded at a time.

4. **Confirm Button**: The QEWI can click the **Confirm** button to upload the document.

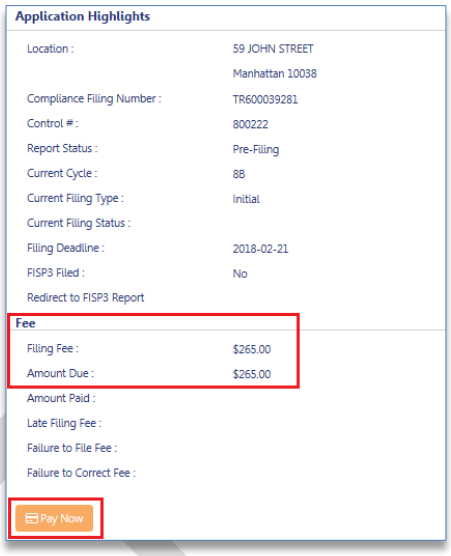


When the QEWI has uploaded at least one document per *Document Type*, a list of all uploaded documents can be viewed and/or deleted by clicking **View/Download** button and/or **Delete** button.



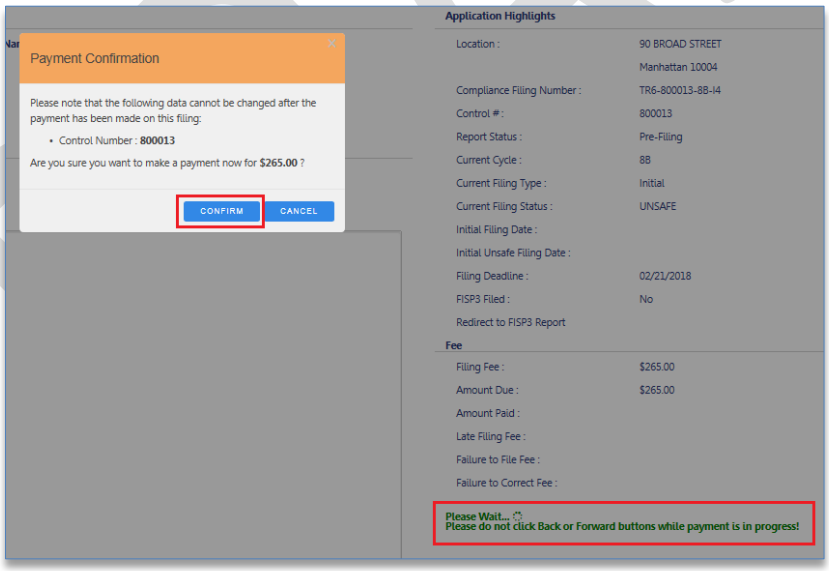
Making Payments

In the *Application Highlights* there is a *Fee* section where the *Filing Fee* and *Amount Due* are displayed. When the QEWI is ready to make a payment, clicking the **Pay Now** button begins the payment transaction process.



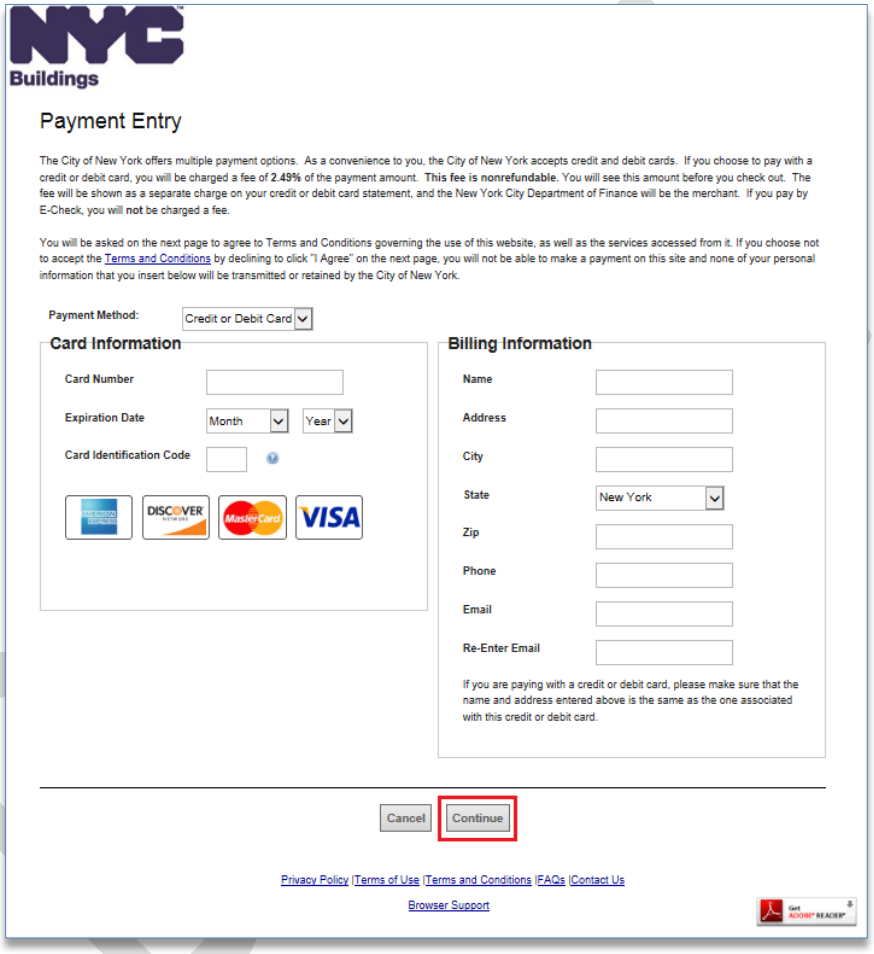
After clicking the **Pay Now** button, the *Payment Confirmation* pop-up screen will be displayed. Clicking the **Confirm** button opens the Payment window. To close the window and return to the filing form, click the **Cancel** button.

Please note that you must remove your pop-up blocker in order to proceed with making a payment.

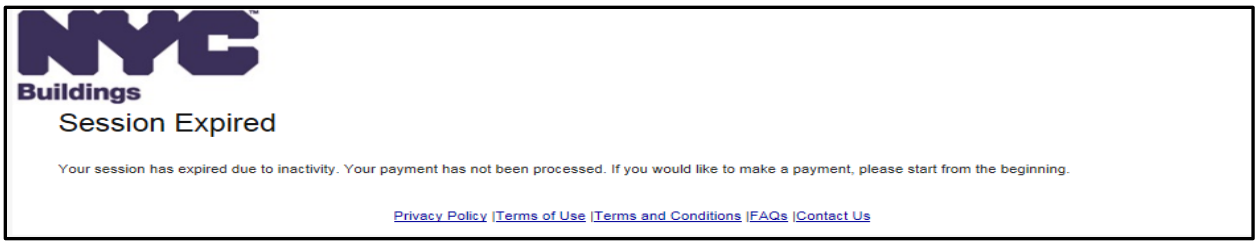


Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: **Credit or Debit Card** or **E-Check**.
2. **Card /Bank Account Information:** Enter your card or bank account information in this section.
3. **Billing Information:** Billing information associated with the credit card or bank account.

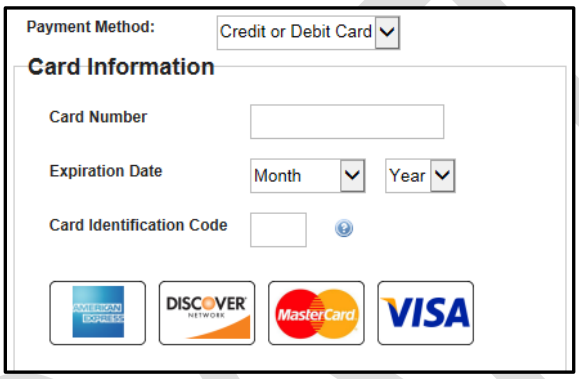


Note: If there is no activity on the payment screen for more than 10 minutes, the payment session will expire. You'll see the message shown below and you'll be required to re-start the payment process by clicking on **Pay Now** again.



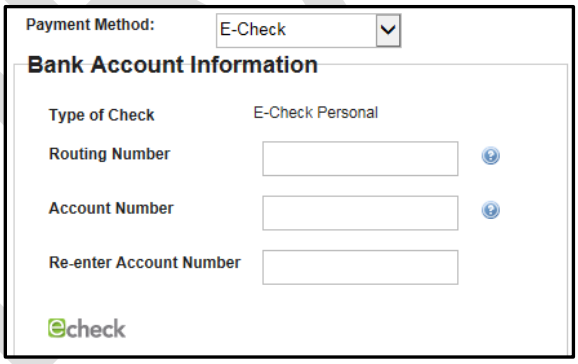
Paying with a Credit or Debit Card

If paying with a credit or debit card, you'll need to enter the applicable card information.



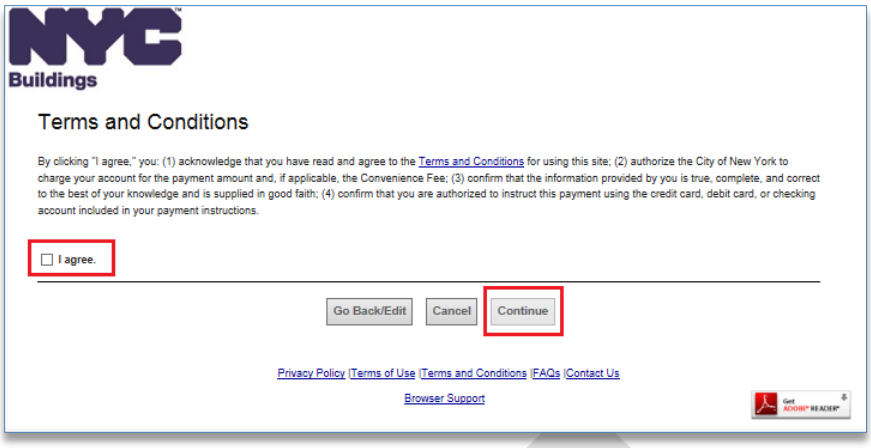
Paying with an E-Check

If paying with an E-Check, you'll need to enter the applicable account information.

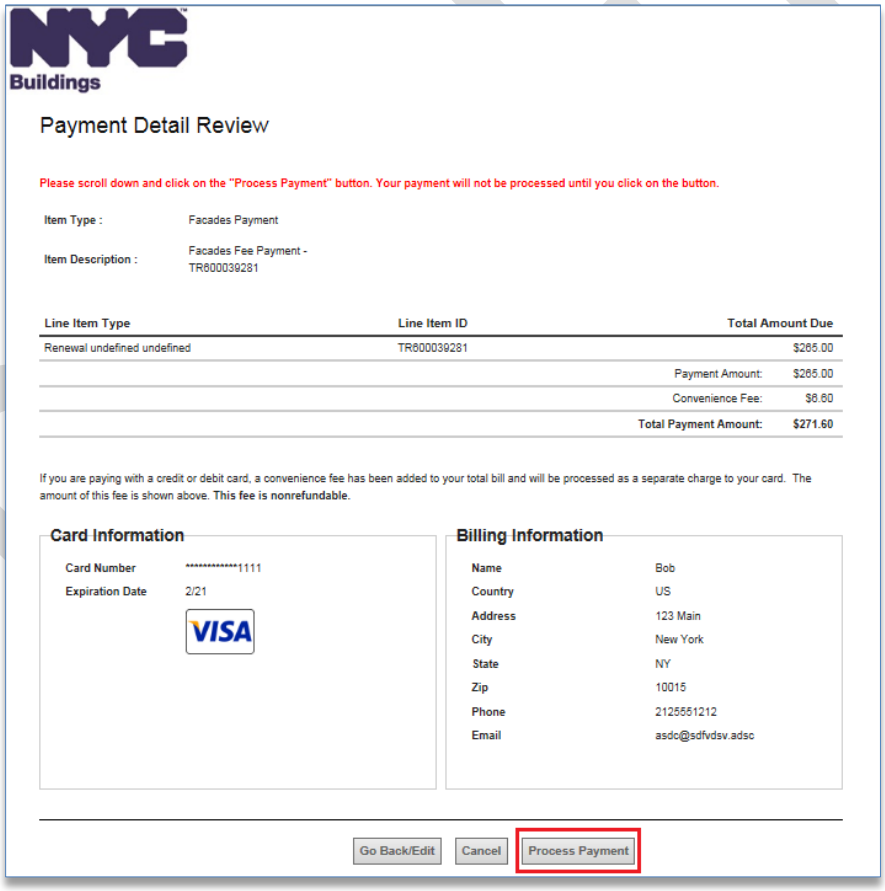


After entering all the information, click **Continue**.

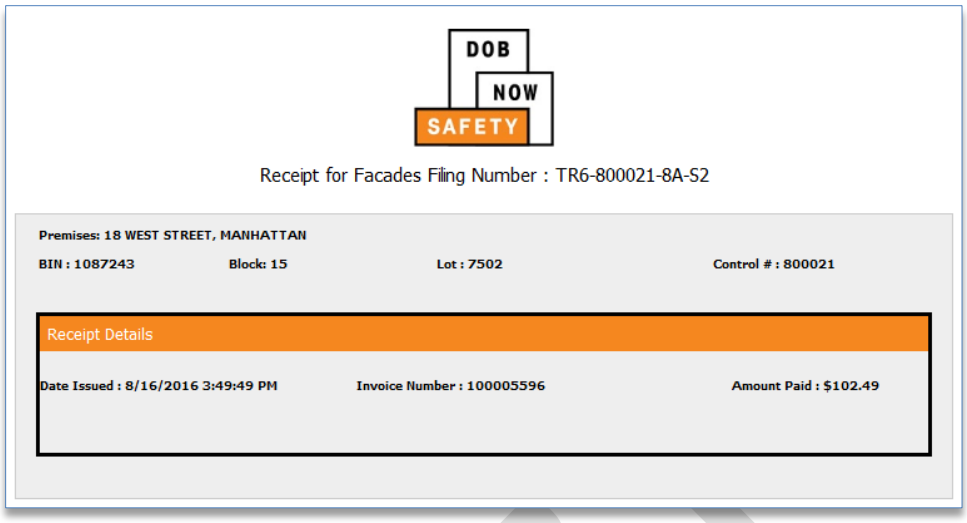
This will bring you to a Terms and Conditions page. Check the box to agree to the terms and conditions and click **Continue** to review payment details.



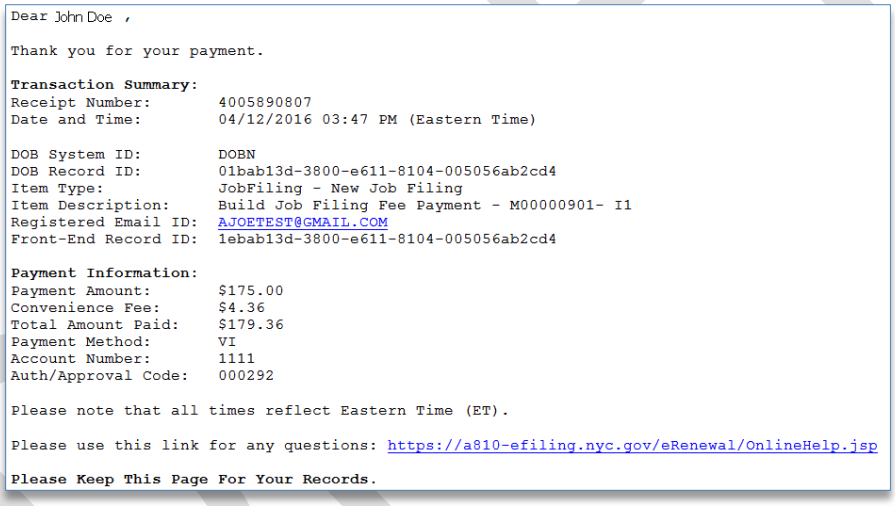
The next page will show a payment summary page. If you need to change any information, click on **Go Back/Edit**. If everything is correct, click on **Process Payment**. Your payment will not be processed until you click on **Process Payment.**



Once the payment is successfully processed, you will be redirected to a receipt page. .



The transaction receipt will also be emailed to the email address you entered on the payment entry screen.



Dear John Doe ,

Thank you for your payment.

Transaction Summary:

Receipt Number:	4005890807
Date and Time:	04/12/2016 03:47 PM (Eastern Time)
DOB System ID:	DOBN
DOB Record ID:	01bab13d-3800-e611-8104-005056ab2cd4
Item Type:	JobFiling - New Job Filing
Item Description:	Build Job Filing Fee Payment - M00000901- I1
Registered Email ID:	AJOETEST@GMAIL.COM
Front-End Record ID:	1ebab13d-3800-e611-8104-005056ab2cd4

Payment Information:

Payment Amount:	$175.00
Convenience Fee:	$4.36
Total Amount Paid:	$179.36
Payment Method:	VI
Account Number:	1111
Auth/Approval Code:	000292

Please note that all times reflect Eastern Time (ET).

Please use this link for any questions: https://a810-efiling.nyc.gov/eRenewal/OnlineHelp.jsp

Please Keep This Page For Your Records.

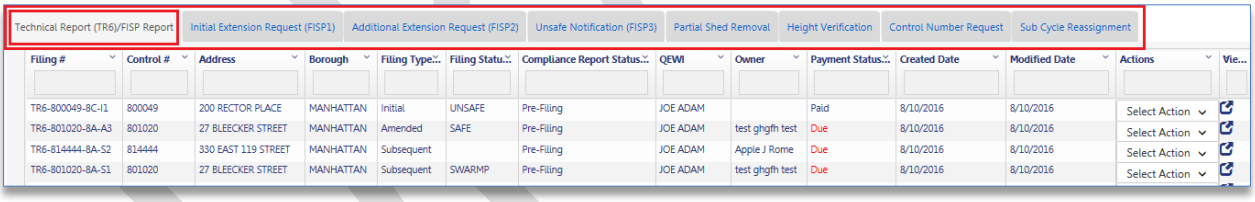
DOB NOW: *Safety* will also update, in the *Fee* section, the *Amount Due* as $0.00, and the full paid amount in *Amount Paid*. In addition, the *Pay Now* button will be grayed out. The QEWI has the option to view the *Payment History*.

Bounced/No Good Check

Once a bounced check or a "no good check" was submitted the job filing will be placed on hold and $20 fee will be added to the original fee. A $20 fee will be added for each bounced or "no good check" that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

Locating Your Filings

The QEWI can find all of the facades compliance filings by clicking on the applicable tab on the dashboard. As shown below, the default grid is for the *Technical Report (TR6)/FISP Report*.



Filing #	Control #	Address	Borough	Filing Type	Filing Statu	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	Vie...
TR6-800049-8C-I1	800049	200 RECTOR PLACE	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM		Paid	8/10/2016	8/10/2016	Select Action	
TR6-801020-8A-A3	801020	27 BLEECKER STREET	MANHATTAN	Amended	SAFE	Pre-Filing	JOE ADAM	test ghgfh test	Due	8/10/2016	8/10/2016	Select Action	
TR6-814444-8A-S2	814444	330 EAST 119 STREET	MANHATTAN	Subsequent		Pre-Filing	JOE ADAM	Apple J Rome	Due	8/10/2016	8/10/2016	Select Action	
TR6-801020-8A-S1	801020	27 BLEECKER STREET	MANHATTAN	Subsequent	SWARMP	Pre-Filing	JOE ADAM	test ghgfh test	Due	8/10/2016	8/10/2016	Select Action	

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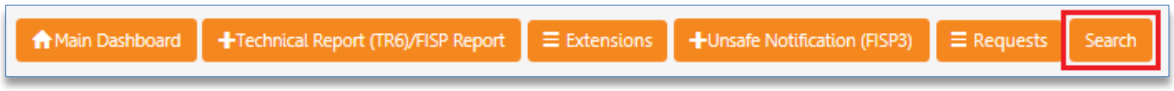
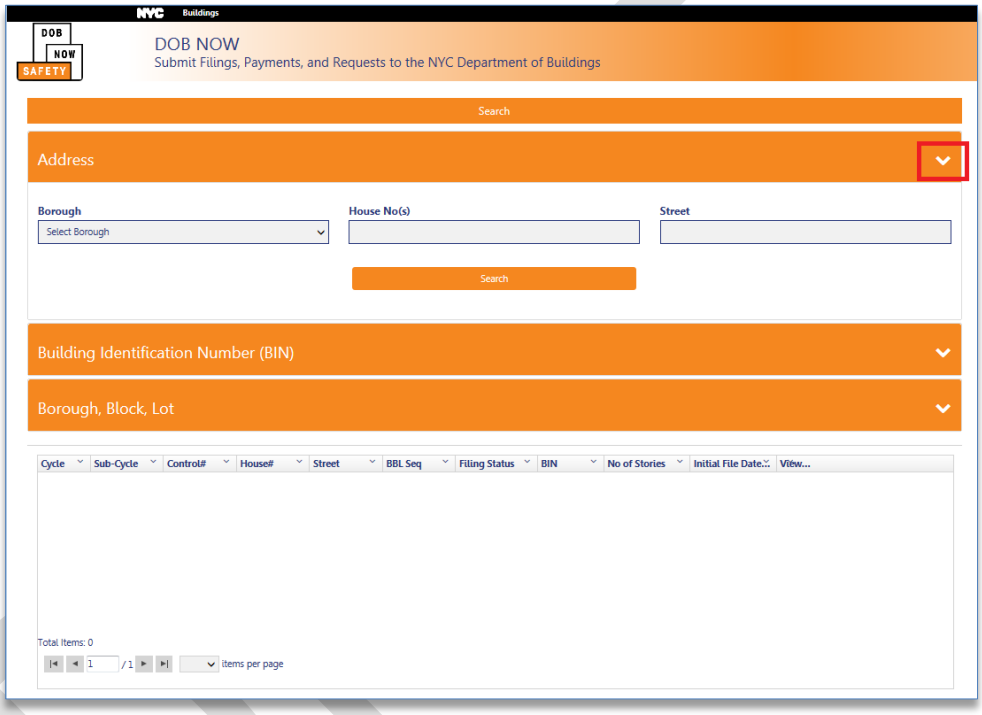
Address Search

A QEWI has the option to search for a property's Façade filings. On the Dashboard, the QEWI will click on the ***+Search*** button.



The Address Search page will load. To the right of each section is a down arrow. When clicked, it will display the search type selected.

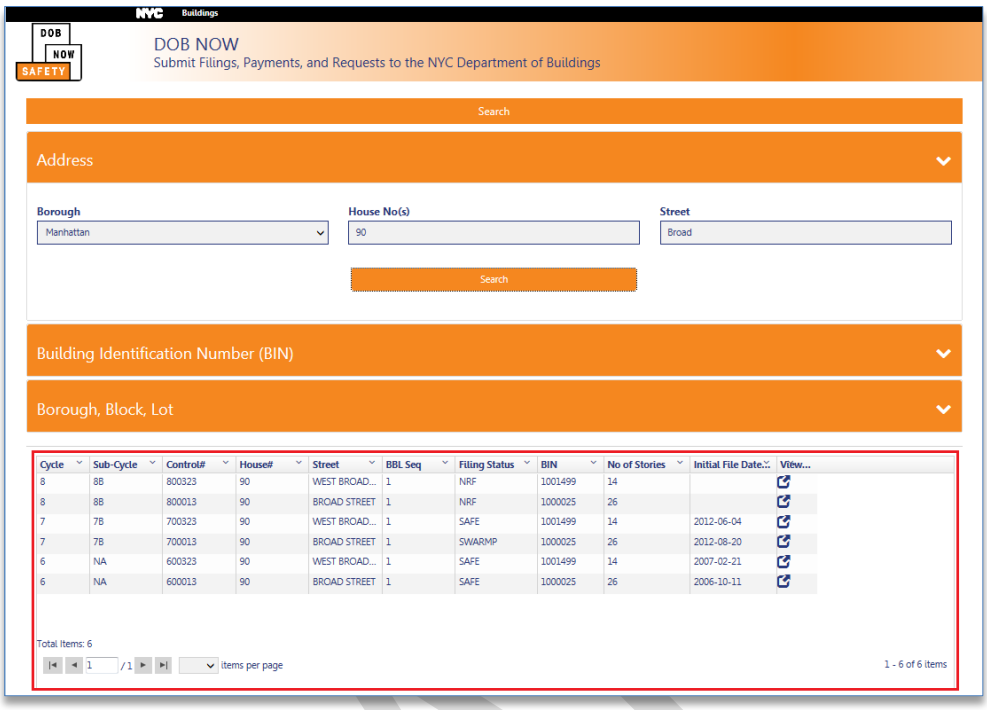


The QEWI has the option to search a property by any of the following three options:

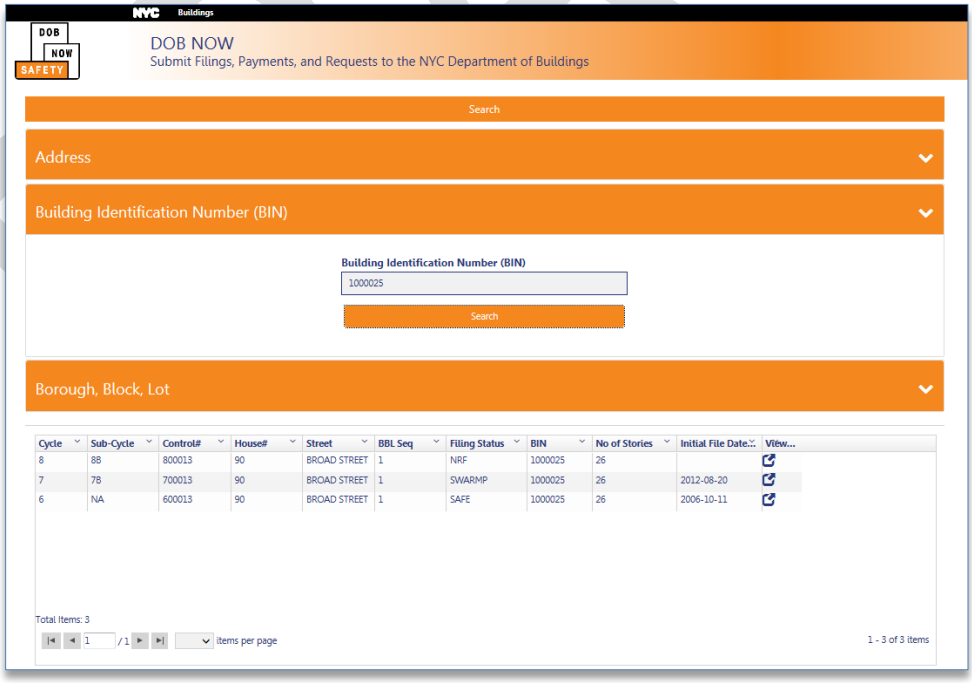
- Borough, House Number and Street
- Building Identification Number (BIN)
- Borough, Block and Lot

After the selection information is entered and Search is clicked, the grid below each search type will display the property address match results.

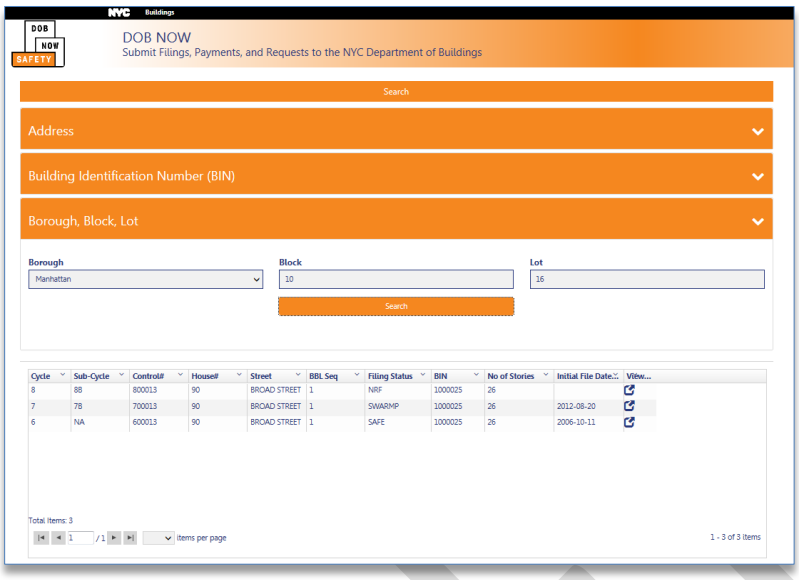
By Borough, House Number and Street:



By BIN:

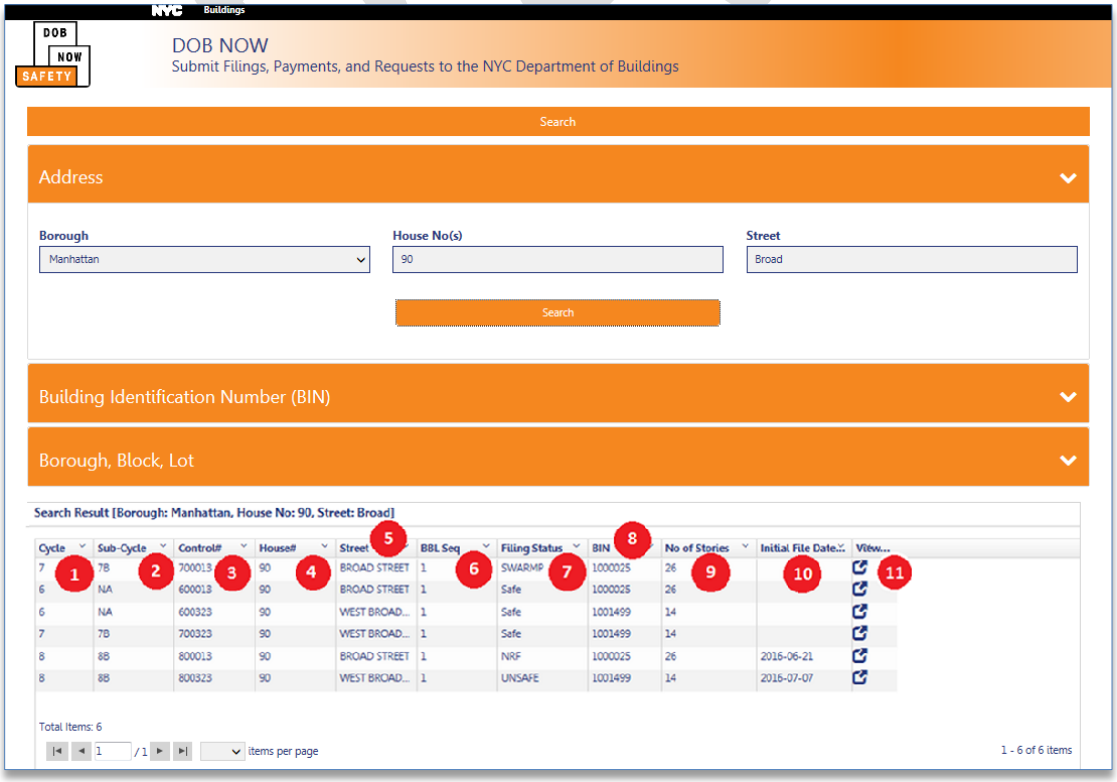


By Borough, Block and Lot:



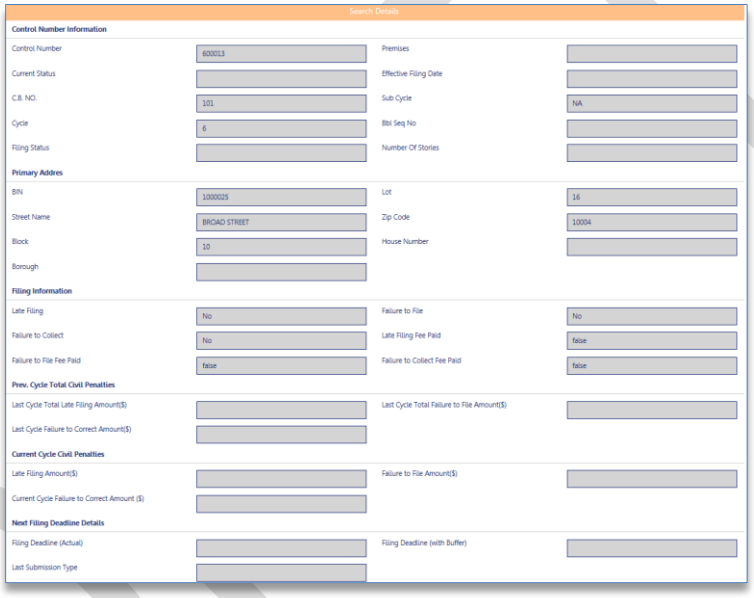
The grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon). When clicked (or double-clicked anywhere within the row), the selected row shall populate the subsequent results sections.

Grid columns in the search results include:

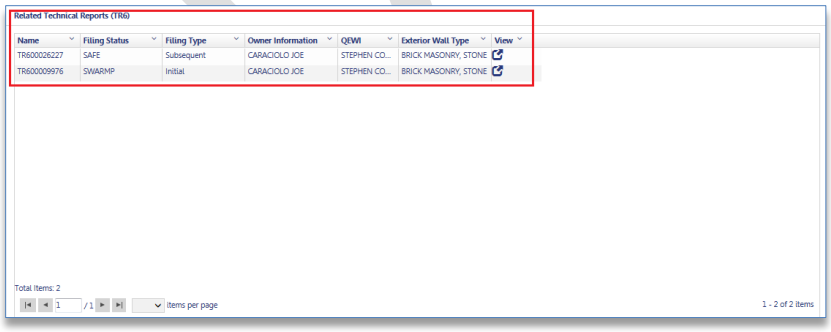


1. Cycle
2. Sub-Cycle (cycle 6 and prior do not have sub-cycle assignments)
3. Control#
4. House#
5. Street
6. BBL Seq
7. Filing Status
8. BIN
9. No. of Stories
10. Initial Filing Date
11. View (click on view or double-click to populate subsequent results sections)

Search Results (sample) of a cycle 8 (sub-cycle B or 8B) property:



In addition to Façade status and property information, a list of previous filings is provided.



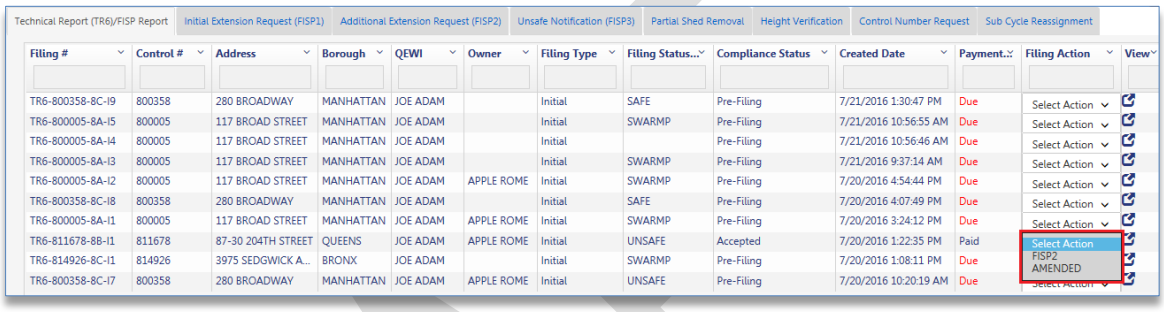
When clicking (or double-clicking anywhere within) the desired row under the *View* column (using the icon) of the *Related Technical Reports (TR6),* the selected TR6 filing shall open for view.

TR6 - Technical Report (TR6)/FISP Report

Dashboard Grid Filing Actions

For compliance filings listed under the **Technical Report (TR6)/FISP Report** tab, depending on the filing status, based on the previous cycle compliance filing, you can take the following actions from the dropdown button under the **Action** column:

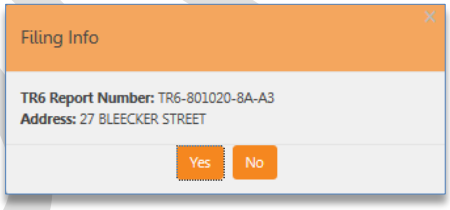
1. **Subsequent (Accepted SAFE or SWARMP)**
2. **Amended (UNSAFE)**
3. **FISP1 or FISP2 (Accepted UNSAFE time extensions)**



Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date	Payment...	Filing Action	View
TR6-800358-8C-I9	800358	280 BROADWAY	MANHATTAN	JOE ADAM		Initial	SAFE	Pre-Filing	7/21/2016 1:30:47 PM	Due	Select Action	
TR6-800005-8A-I5	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 10:56:55 AM	Due	Select Action	
TR6-800005-8A-I4	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial		Pre-Filing	7/21/2016 10:56:46 AM	Due	Select Action	
TR6-800005-8A-I3	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 9:37:14 AM	Due	Select Action	
TR6-800005-8A-I2	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Pre-Filing	7/20/2016 4:54:44 PM	Due	Select Action	
TR6-800358-8C-I8	800358	280 BROADWAY	MANHATTAN	JOE ADAM		Initial	SAFE	Pre-Filing	7/20/2016 4:07:49 PM	Due	Select Action	
TR6-800005-8A-I1	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Pre-Filing	7/20/2016 3:24:12 PM	Due	Select Action	
TR6-811678-8B-I1	811678	87-30 204TH STREET	QUEENS	JOE ADAM	APPLE ROME	Initial	UNSAFE	Accepted	7/20/2016 1:22:35 PM	Paid	Select Action	
TR6-814926-8C-I1	814926	3975 SEDGWICK A...	BRONX	JOE ADAM		Initial	SWARMP	Pre-Filing	7/20/2016 1:08:11 PM	Due	FISP2	
TR6-800358-8C-I7	800358	280 BROADWAY	MANHATTAN	JOE ADAM	APPLE ROME	Initial	UNSAFE	Pre-Filing	7/20/2016 10:20:19 AM	Due	AMENDED	

Compliance Filing Records

Each TR6 compliance filing listed within the grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon). When clicked (or double-clicked anywhere within the row), a pop-up message is displayed showing the selected compliance filing number, with the option to proceed (Yes) or cancel (No).



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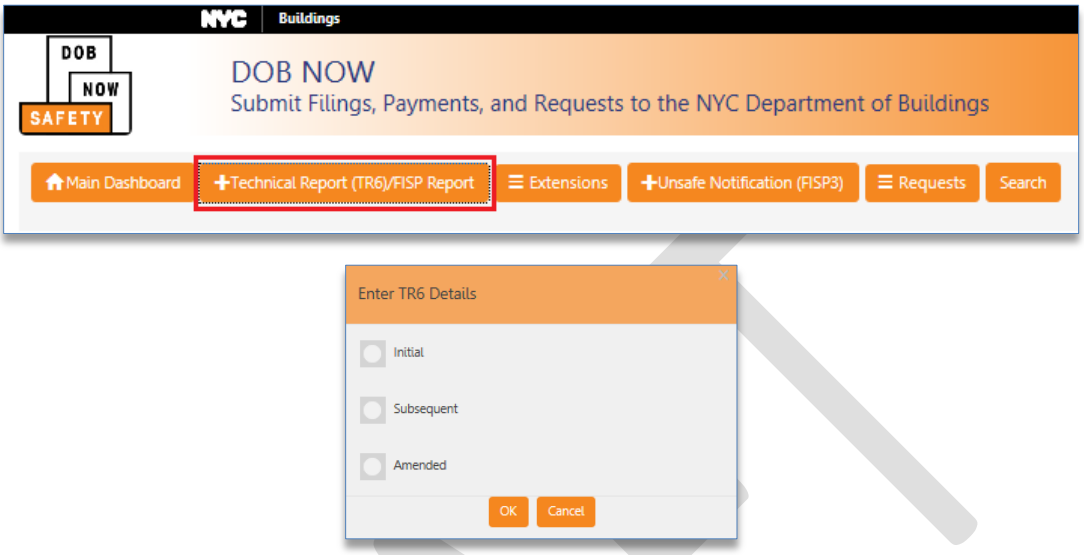
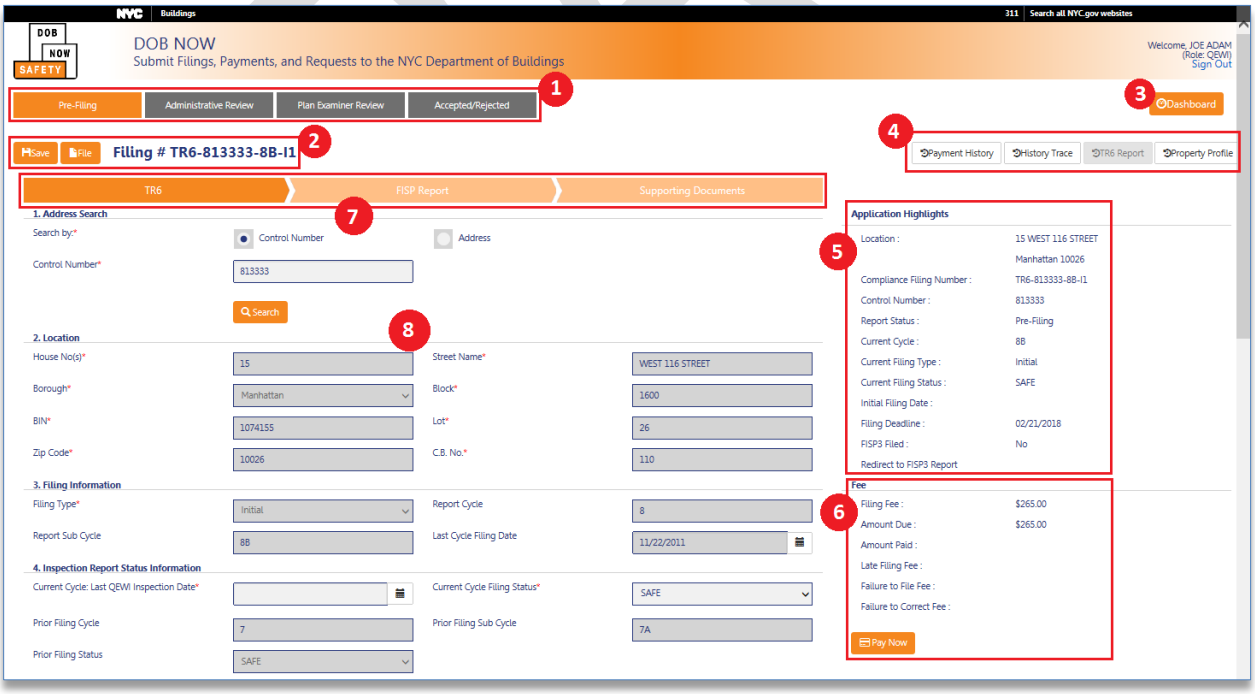
Creating an Initial TR6 Filing for the Current Cycle

To begin filing an Initial TR6 filing for the current cycle, click the ***+Technical Report (TR6)/FISP Report*** button. The Enter TR6 Details pop-up screen will open. Select **Initial** and click **OK** to proceed.



Report Form Orientation Technical Report (TR6)/FISP

After making the selection, you will be redirected to the first screen of the Technical Report (TR6)/FISP Report.

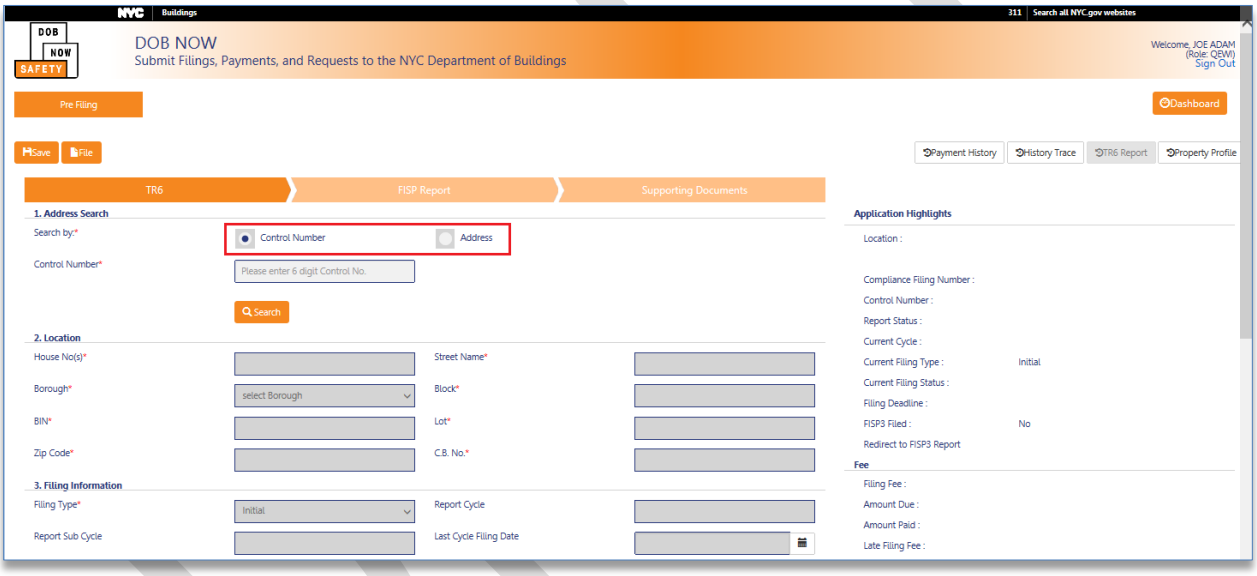


1. The *ribbon* displaying filing progression status.

2. The *Save* and *File* buttons. Once the filing is saved for the first time, the Filing Number will display.
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *Filing and Payment History*, a *History Trace* for all significant actions taken on a filing and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. *Fee* represents the current fee(s) associated to the property on which the filing is intended.
7. *Form progression*; The TR6 Report is broken down into three forms which are all required to file a TR6, in order left to right; **TR6 → FISP Report → Supporting Documents**.
8. The completed compliance filing form.

Section 1. Address Search

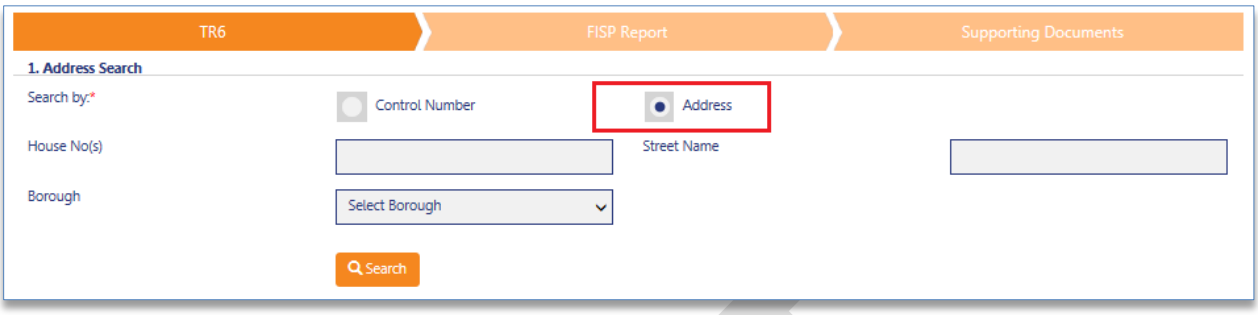
In Section 1, the Address Search is used to search for properties in DOB NOW: *Safety*. You must enter either the exact Control number, with all 6 digits or enter the property address.



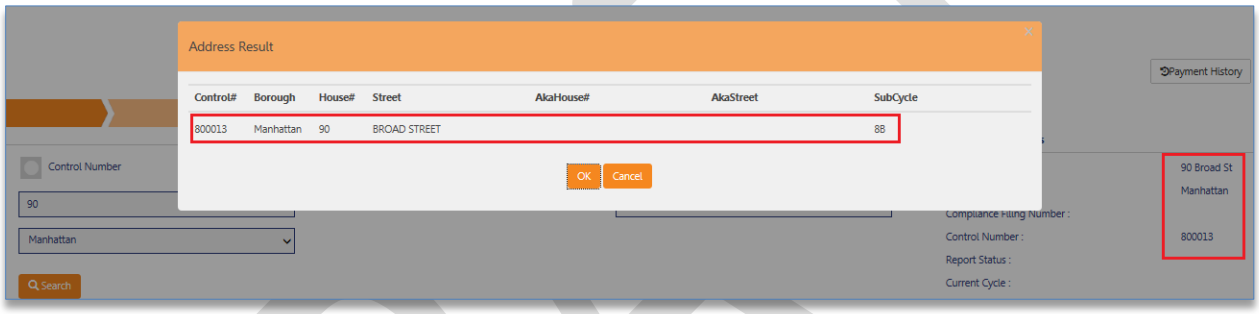
When a QEWI enters a Control Number, it will not matter if it is a previous cycle (*700013*), the QEWI will be provided a selection within the current cycle (*800013*), and its sub-cycle (*8B*).

Address Search

To search by address enter the House Number, Street Name and Borough. Click **Search**.



The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.



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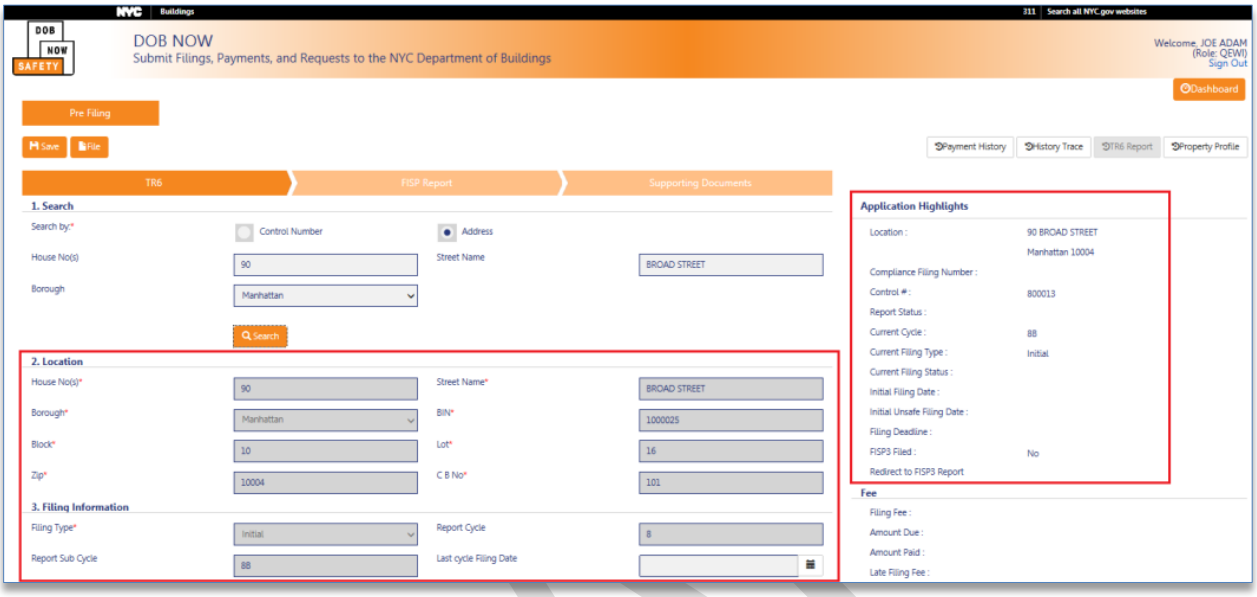
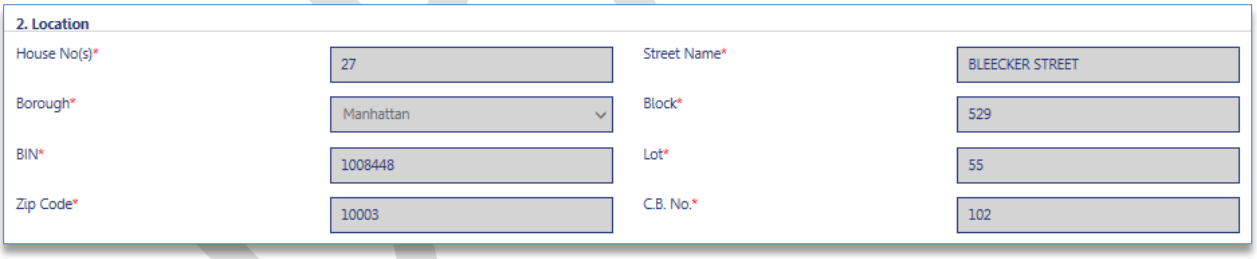
After completing the Address Search the TR6 form will auto-populate in the following sections:

- *Section 2. Location*
- *Section 3. Filing Information*
- *Section 6. Applicant's Information*
- Application Highlights



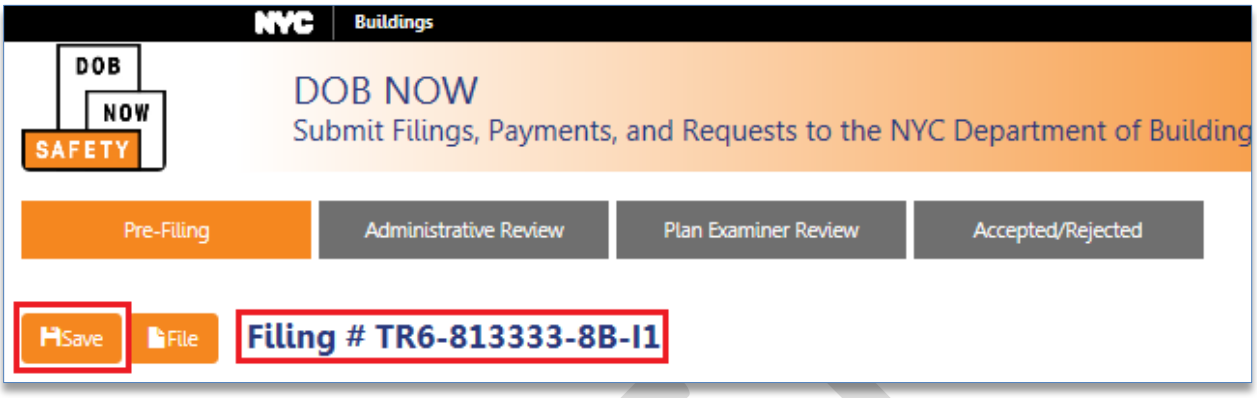
Section 2. Location

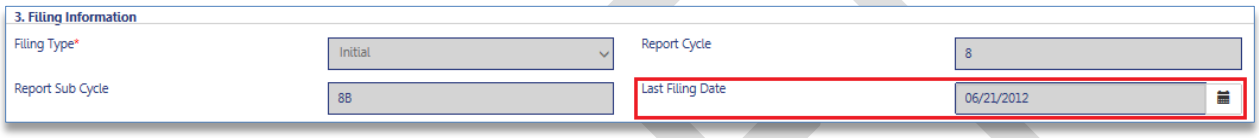
The property location details are populated.



Section 3. Filing Information

In Section 3., the *Last Cycle Filing Date* will be populated the first time the form is Saved. To Save the TR6 form, click the *Save* button. A Filing Number will be generated and the field will be populated.

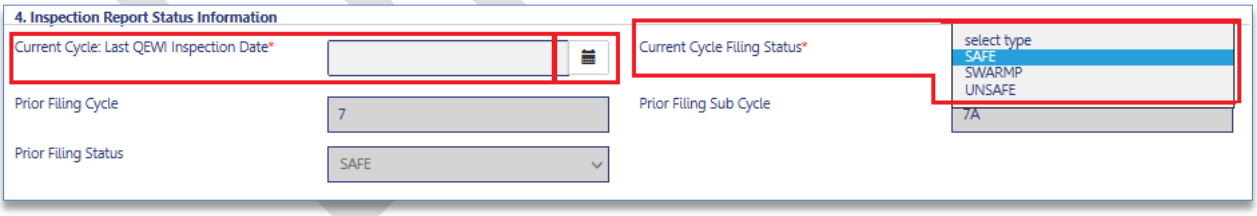




Section 4. Inspection Report Status Information

Enter the information on the Inspection Report status in the following required fields:

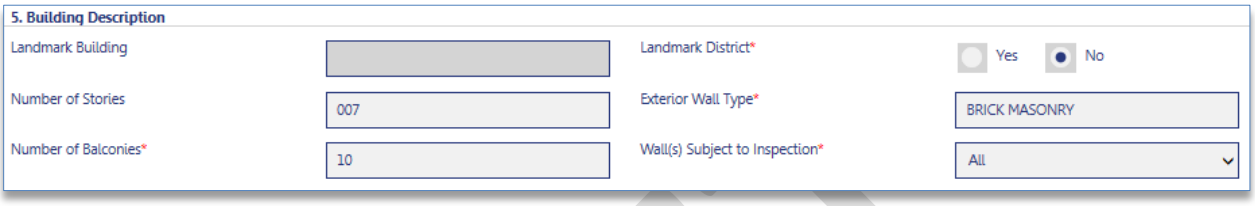
1. **Current Cycle: Last QEWI Inspection Date**
2. **Current Cycle Filing Status**
   - SAFE
   - SWARMP
   - UNSAFE



Section 5. Building Description

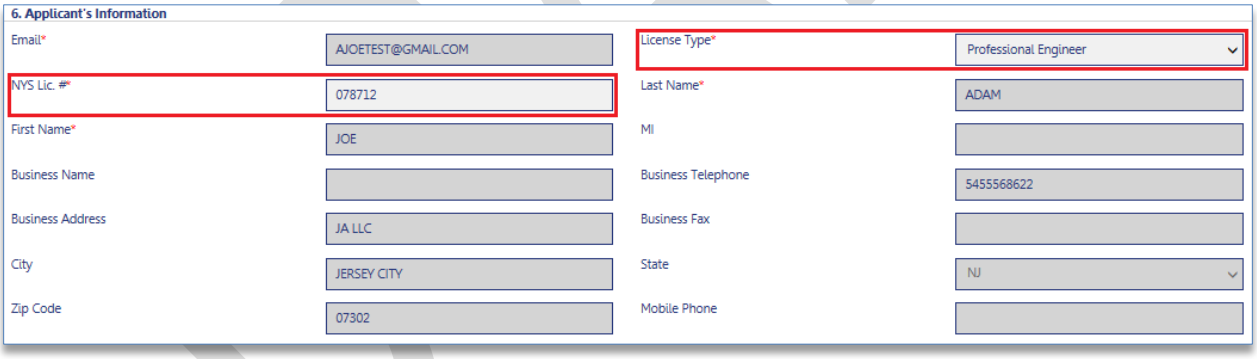
Enter information in the following required fields:

1. **Landmark District**: Select yes or no to identify if the building is in a landmarked district.
2. **Exterior Wall Type**: Enter the type of exterior walls (Stone, Masonry, Brick…).
3. **Number of Balconies:** Enter the number of balconies if applicable.
4. **Walls Subject to Inspection**: Select All or Partial S/N from the drop down menu.

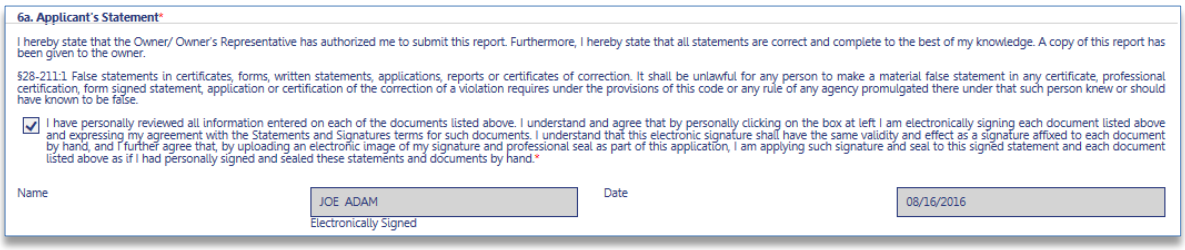


Section 6. Applicant's Information

In Section 6. Applicant's Information, the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *NYS Lic. #* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.



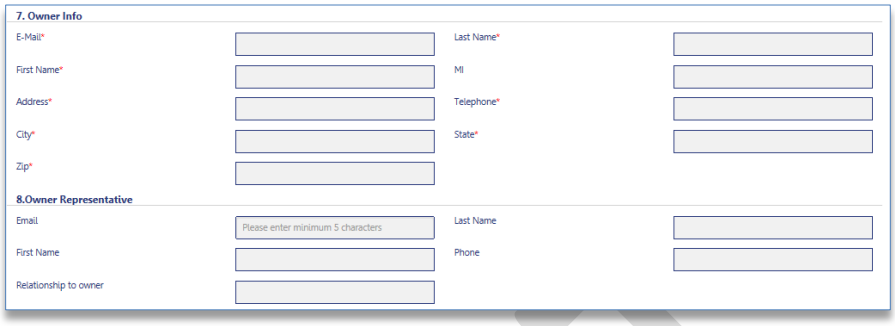
In Section 6a., the QEWI will electronically sign the form by clicking the *Applicant's Statement* checkbox. The QEWI's name and the current date will then be populated. In addition, the QEWI will have to upload the QEWI Seal and Signature on the Supporting Documents form.



.

Section 7. Owner Information

In Section *7. Owner Information*, provide the associated owner information by entering the owner's email address registered with in eFiling. The additional fields will have to be completed.



Section 8. Owner Representative

In Section *8. Owner Representative*, provide the owner representative information, as applicable, by entering the owner representative email address registered with in eFiling. The *Owner Representative* information in *Section 8.* is optional

The QEWI has the option to *Save* the form with the above information.

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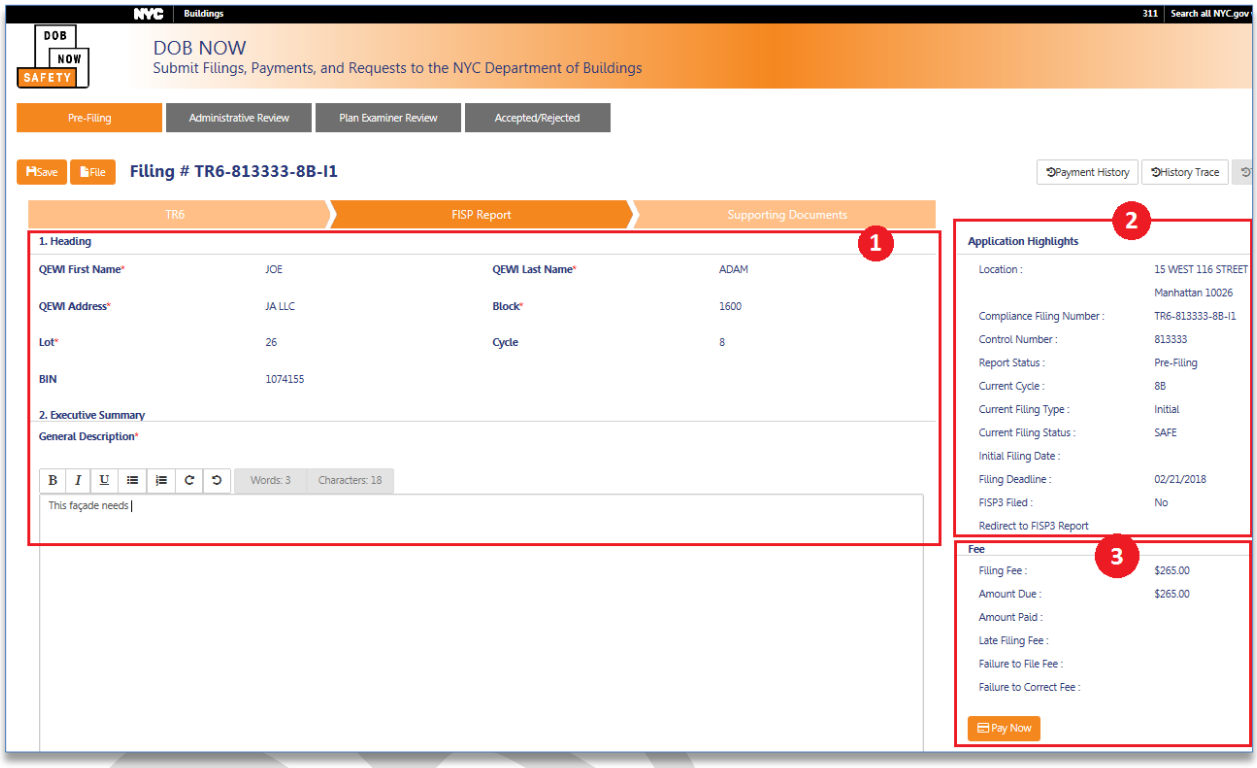
FISP Report

The FISP Report screen has the following main sections:

1. The FISP Report
2. Application Highlights
3. Fee

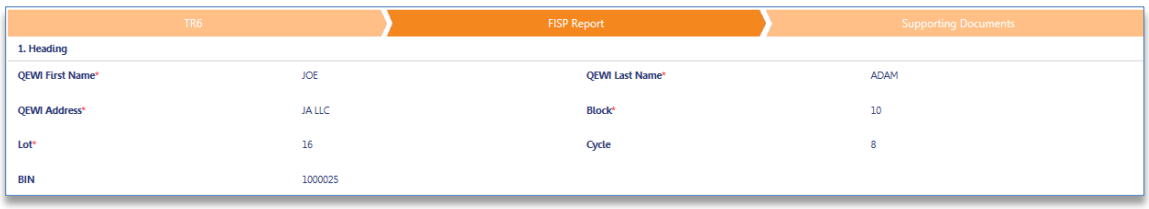


The TR6 – FISP Report has the following main sections:

4. The TR6 – FISP Report
5. Application Highlights
6. Fee

Section 1. Heading

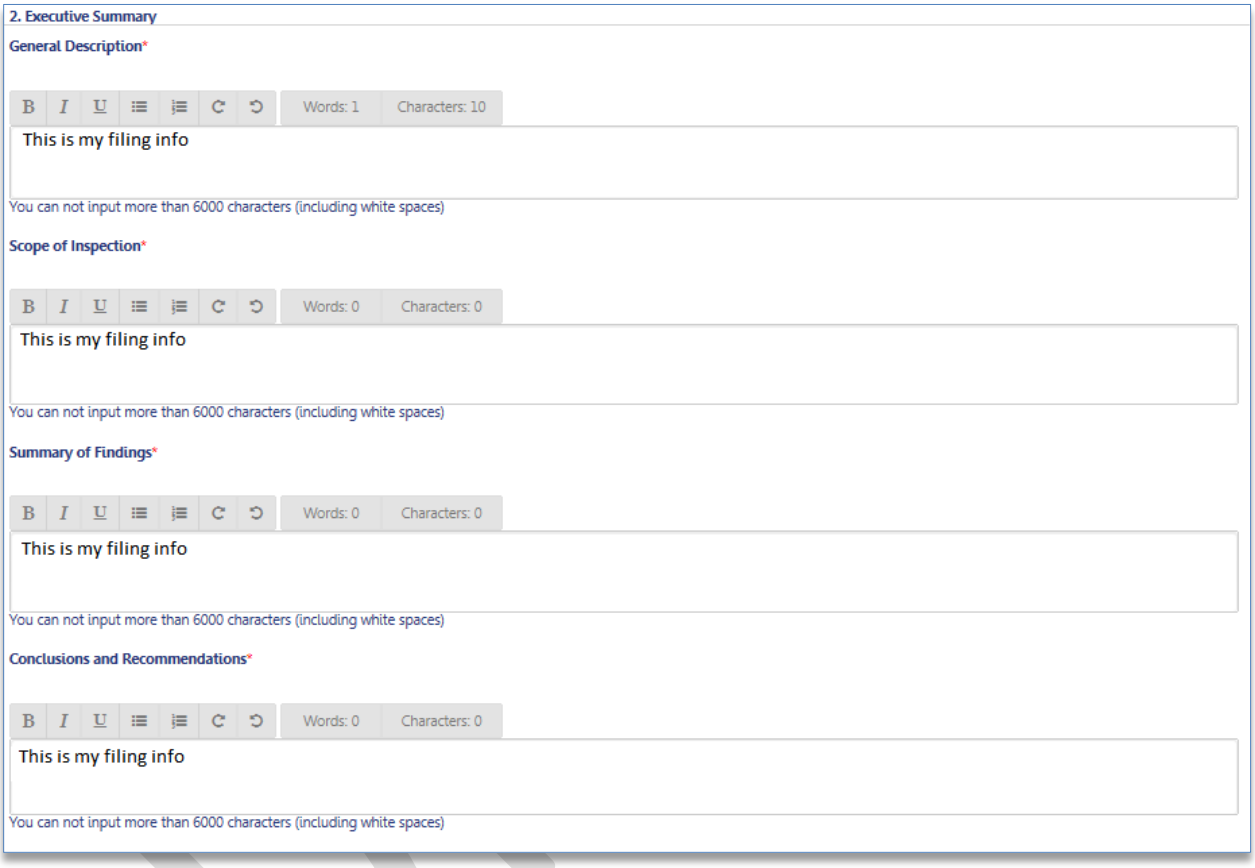
Section 1 displays critical fields previously provided on the TR6 report for this filing's Control Number.



Section 2. Executive Summary

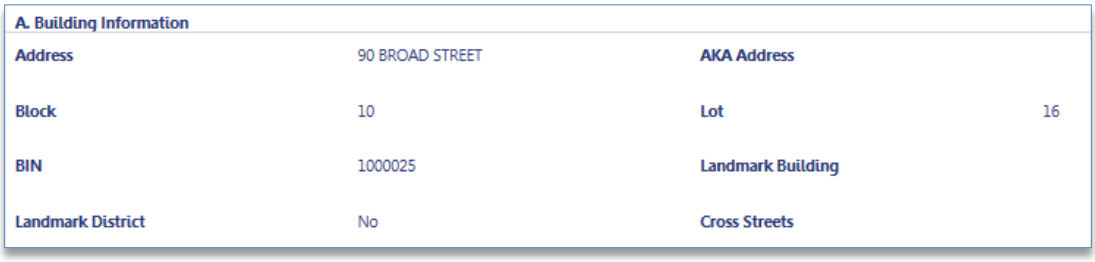
Enter the detailed information of the building's exterior walls' condition in the following four text boxes:

- General Description
- Scope of Inspection
- Summary of Findings
- Conclusions and Recommendations



Section A. Building Information

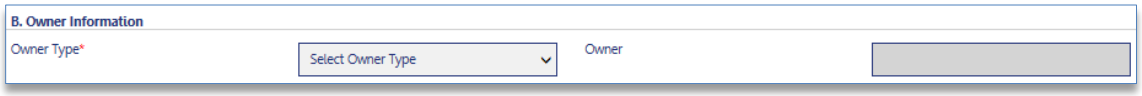
In Section A. the building information provided on the TR6 report for this filing's Control Number is displayed.



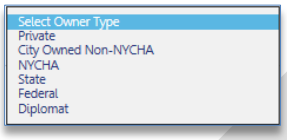
A. Building Information			
Address	90 BROAD STREET	AKA Address	
Block	10	Lot	16
BIN	1000025	Landmark Building	
Landmark District	No	Cross Streets	

Section B. Owner Information

Provide the associated owner information by selected the appropriate Owner Type from the drop down menu. The owner name will pre-populate from the information provided on the TR6.



- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

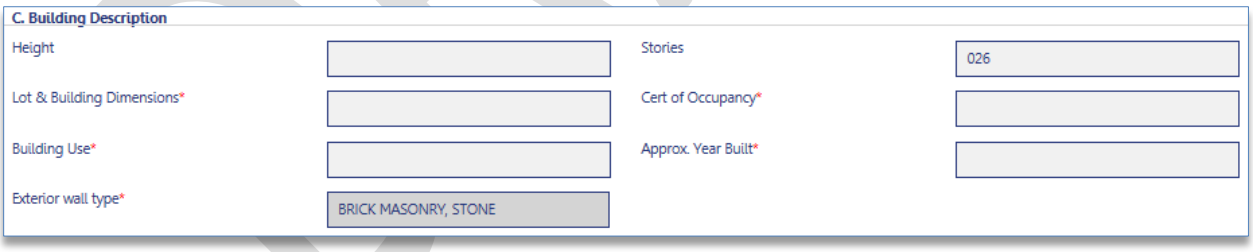


The Owner name should be populated based on the entry made on the TR6 form.

Section C. Building Description

The QEWI may edit any pre-populated field, or enter new information as required. Enter the following required fields:

- **Lot and Building Dimensions** *(ex. 121.33 x 131.75)*
- **Building Use** *(ex. Mixed, Commercial, Residential)*
- **Exterior Wall Type** *(ex. STONE, BRICK, MASONRY)*
- **Certificate of Occupancy**
- **Approximate Year Built**



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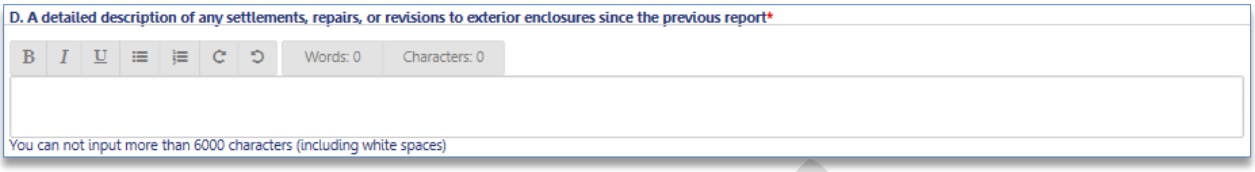
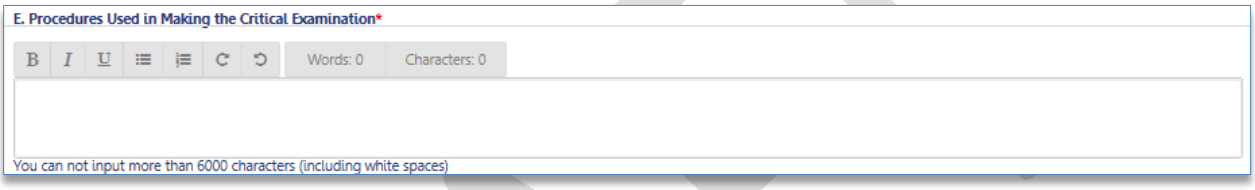
Section D. A Detailed Description of any Settlements, Repairs, or Revisions to Exterior Enclosures Since the Previous Report

Enter information into the text box describing in detail any settlements, repairs or revisions to exterior enclosures which occurred since the previously filed report.



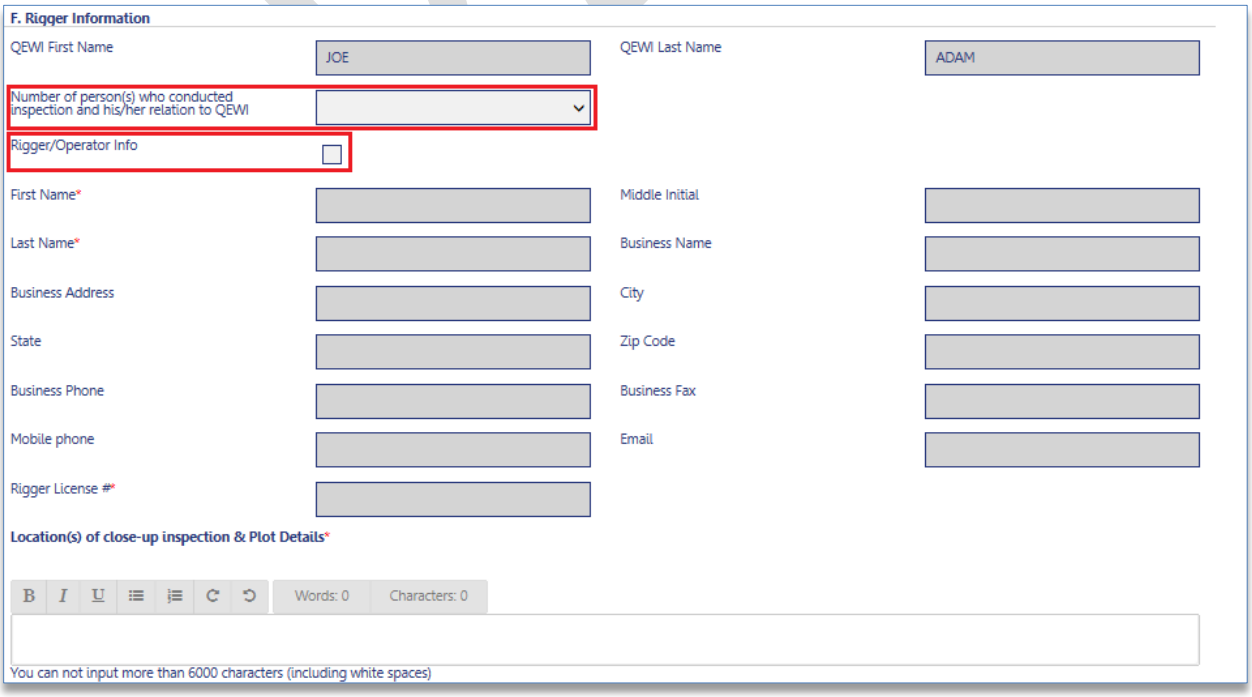
Section E. Procedures Used in Making the Critical Examination

Enter information into the text box describing in detail the procedures used in making the critical examination.

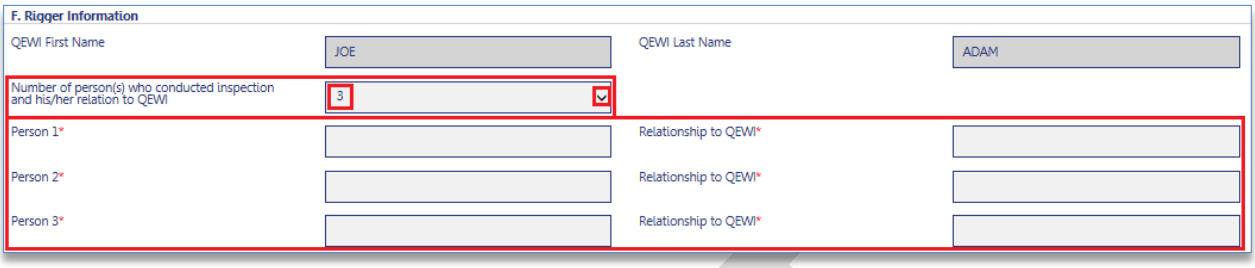


Section F. Rigger Information

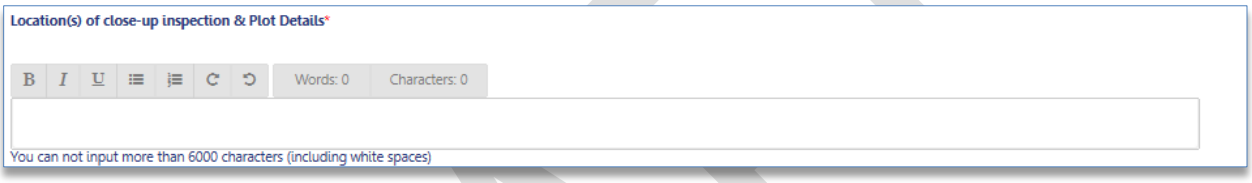
The Rigger information section will have the QEWI's name populated. If there is *Rigger / Operator information,* the QEWI should add the information in the *Rigger Operator* section after selecting the *Rigger Operator Info* checkbox.



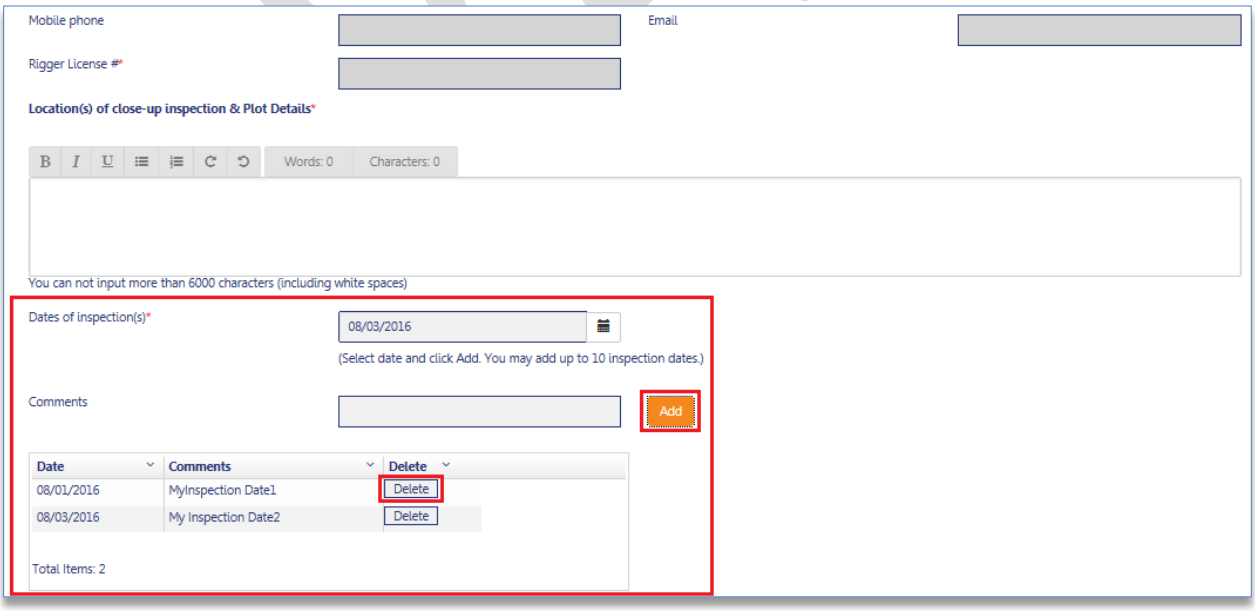
Select the **Number of person(s) who conducted an inspection and his/her relation to QEWI** from the dropdown. For example, if "3" persons are selected from the dropdown, three sets of fields are displayed. Enter the full name of each person who conducted an inspection and their relationship to the QEWI in each set.



In the *Location(s) of close-up inspection & Plot Details section,* enter information on the location in the text box.

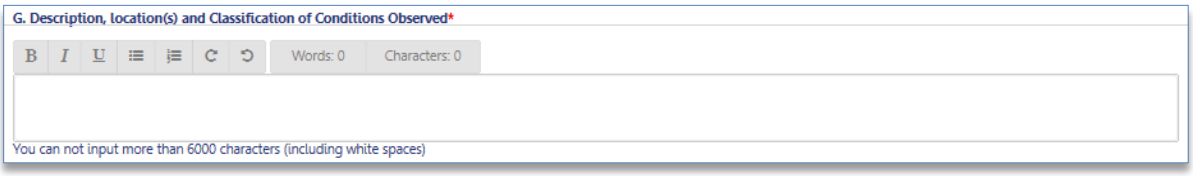


Select the *Dates of Inspection* by clicking on the calendar icon. The calendar window will open. Select the appropriate inspection date and add any related comments. Click the ***Add*** button, to add that inspection. If an inspection item was added in error, click the **Delete** button to remove that inspection.

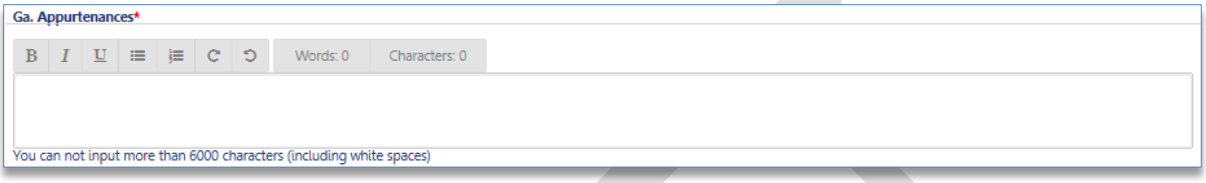


In the following required sections of the FISP Report (Sections G. through Section M.) the QEWI must provide details for each item by entering information in the text box:

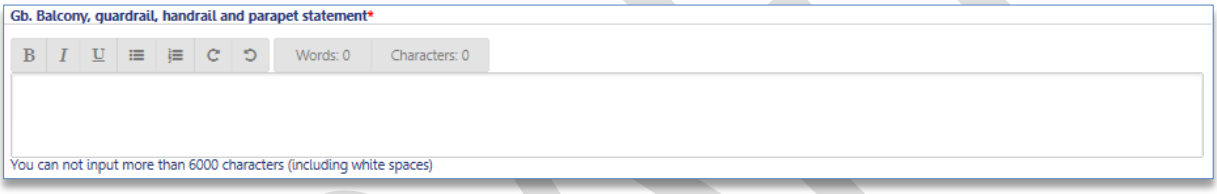
Section G. Description, Location(s) and Classification of Conditions Observed



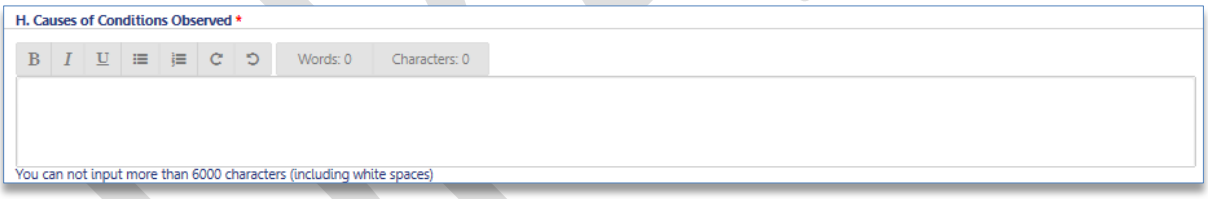
Section Ga. Appurtenances



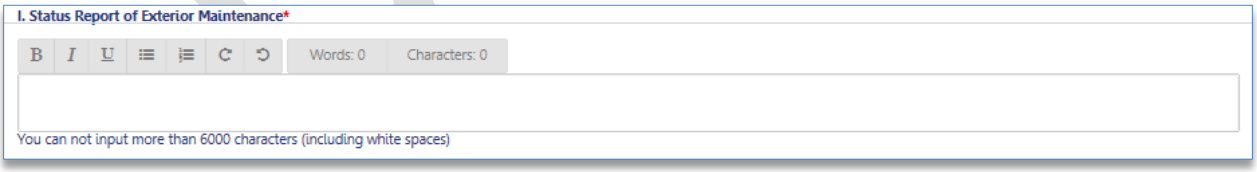
Section Gb. Balcony, Guardrail, Handrail and Parapet Statement



Section H. Causes of Conditions Observed

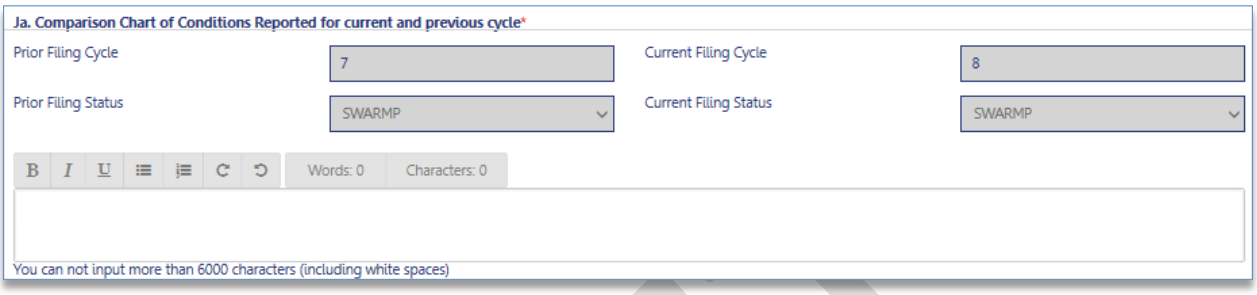


Section I. Status Report of Exterior Maintenance

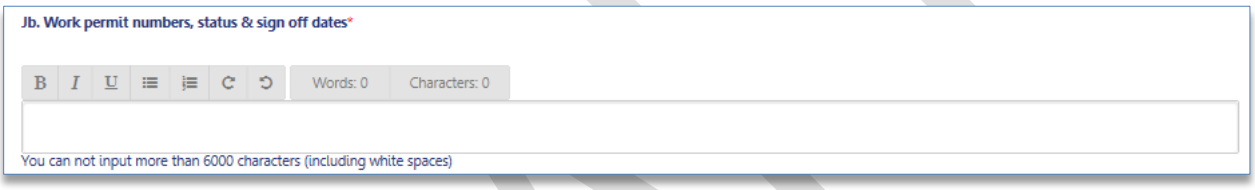


Section Ja. Comparison Chart of Conditions Reported for Current and Previous Cycle

In Section Ja. the prior and current filing cycle and status fields are prepopulated. The QEWI is required to enter information in the text box providing comparison detail between the last reporting cycle and the current report.



Section Jb. Work permit numbers, status & sign off dates

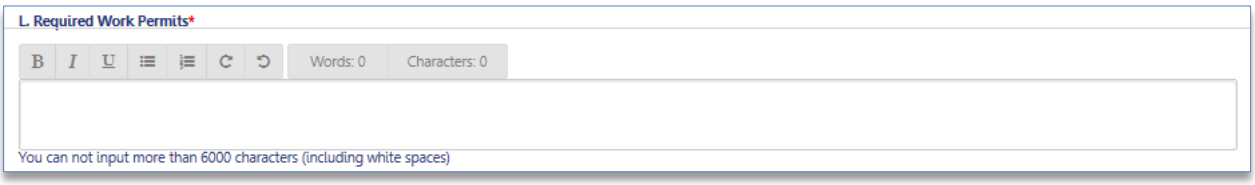


Section Jc. ECB Violation Numbers and the Status of the Repairs of the Conditions Cited in the ECB Violations

Section K. Recommendations for Repairs or Maintenance

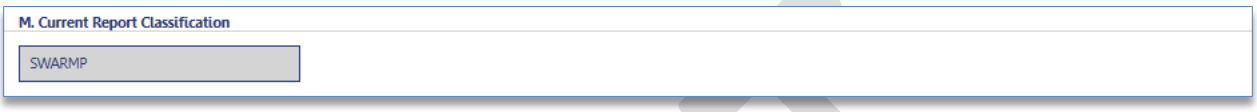
In Section K. the SWARMP Recommended Date is pulled from the TR6 form.

Section L. Required Work Permits



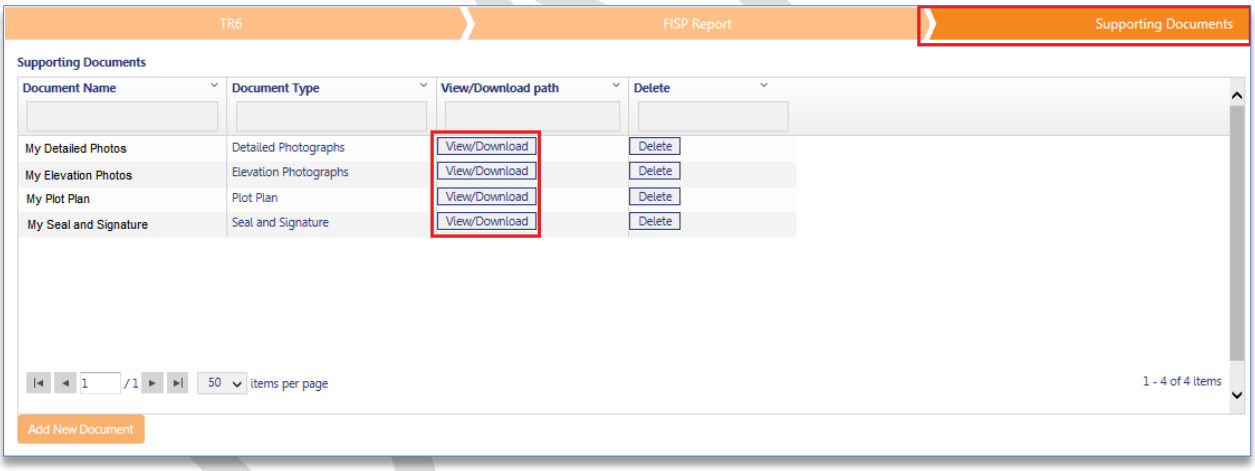
Section M. Current Report Classification

In Section M. the Current Report Classification is pulled from the TR6.



Supporting Documents

The TR6-FISP Report requires a number of documents to be uploaded, including the QEWI Seal and Signature. The documents required to be uploaded are pre-populated based on the information previously provided by the QEWI.



The process for uploading Supporting Documents process can be found here.

Owner Signature

Once the QEWI has saved the filing, the Owner or Owner's Representative (detailed in the Owner and Owner's Representative Manual) must log in and certify the filing by providing their electronic signature in Section *9. Owner's Statement* on the TR6.

9. Owner's Statement*

(A)I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repaired; or this report must be rated as Unsafe as per Administrative Code section §28-302:1, if applicable.

§28-211:1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

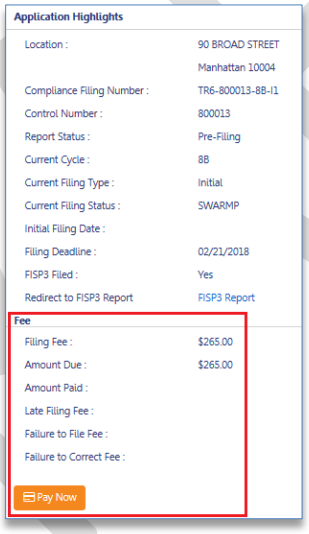
☑ I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.*

Name: dsfdsf dsfdsf dfdsf
Electronically Signed

Date: 08/16/2016

TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.


Application Highlights

Location :	90 BROAD STREET
	Manhattan 10004
Compliance Filing Number :	TR6-800013-8B-I1
Control Number :	800013
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	SWARMP
Initial Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	Yes
Redirect to FISP3 Report	FISP3 Report

Fee

Filing Fee :	$265.00
Amount Due :	$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

Pay Now

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The making payments process can be found here. Once complete, the Amount Due will be $0.00 and the *Pay Now* button will be grayed out.

Fee

Filing Fee :	$100.00
Amount Due :	$0.00
Amount Paid :	$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

Pay Now

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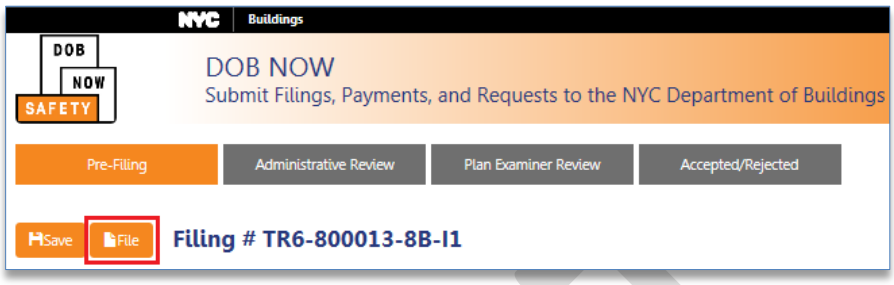
Filing the TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete TR6 Report by clicking the *File* button.



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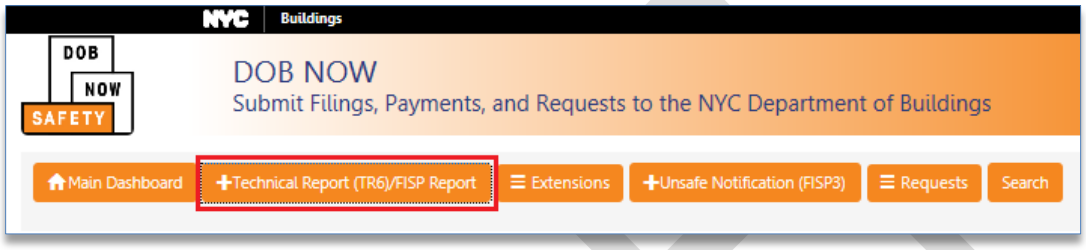
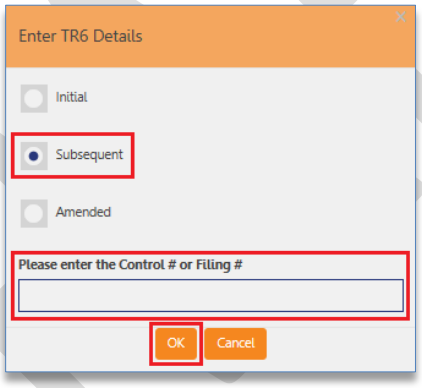
TR6 Subsequent Filing

Once a TR6 has been **filed** with a status of SAFE or SWARMP, and a DOB Plan Examiner has Accepted the initial TR6 compliance filing, the QEWI can file a Subsequent TR6 report.

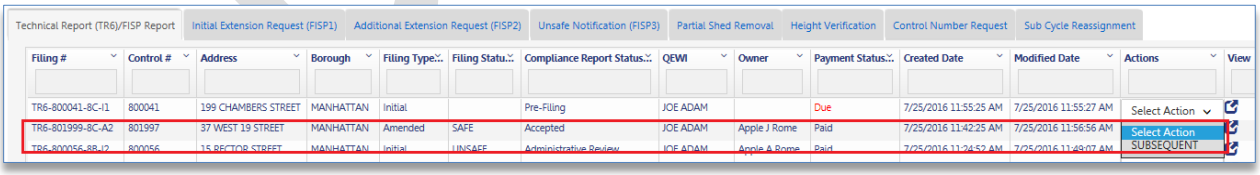
The QEWI can state to create a Subsequent TR6 filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

1. **Dashboard Menu:** Click the ***+Technical Report (TR6)/FISP Report*** button. The Enter TR6 Details pop-up window will open. Select the ***Subsequent*** option, enter the Control or Filing Number, and click **OK**.

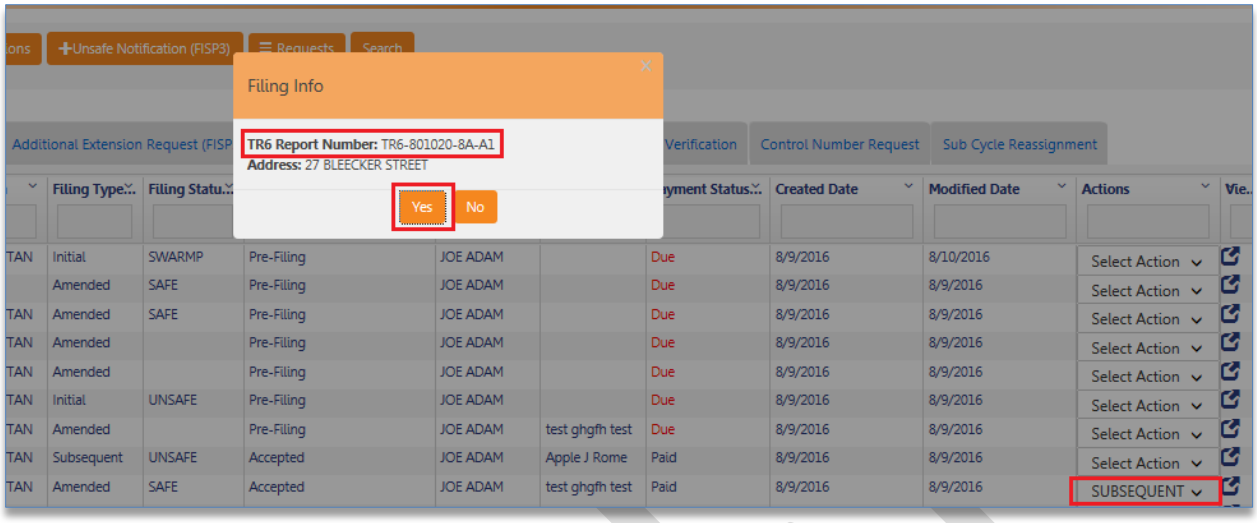




2. **Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a Subsequent report for. From the Actions dropdown, select **Subsequent**.

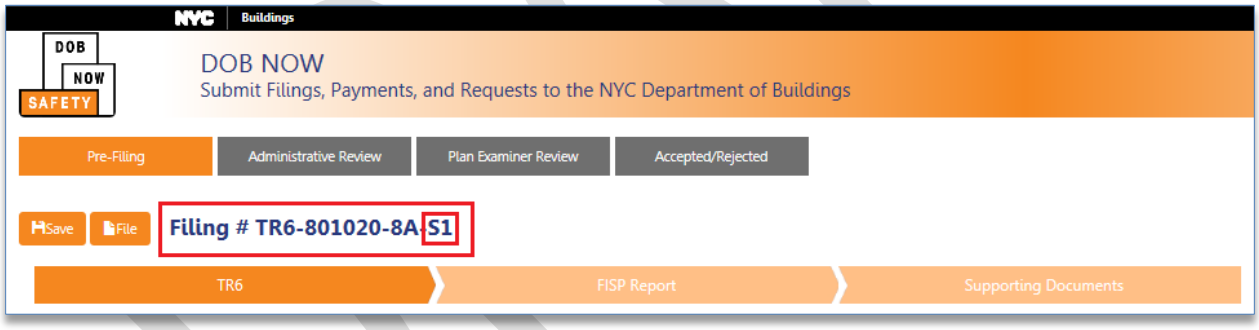


A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.



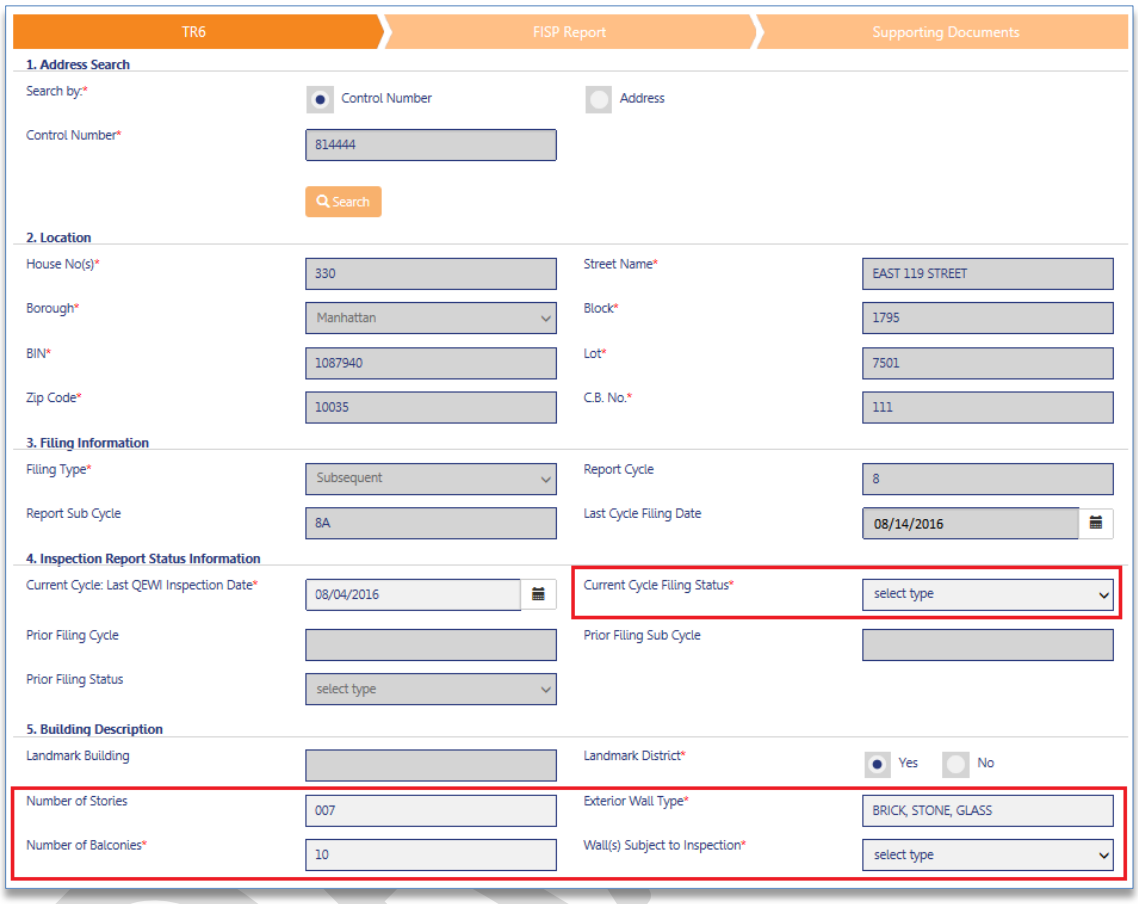
Subsequent TR6 Filing

Once the Subsequent filing has been saved for the first time, a new TR6 Filing Number will be generated, ending in S1.



This status change is also displayed in the *Application Highlights* section of the screen.

The Subsequent filing will display all the previously submitted information from the Initial TR6 report. The Subsequent filing will follow the same filing process as the Initial TR6 report, including the entry and/or validation of information in all required fields.



Owner Signature

Once the QEWI has saved the filing, the Owner or Owner's Representative (detailed in the Owner and Owner's Representative Manual) must log in and certify the filing by providing their electronic signature in Section *9. Owner's Statement* on the TR6.

TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The making payments process can be found here. Once complete, the Amount Due will be $0.00 and the *Pay Now* button will be grayed out

Filing the Subsequent TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete Subsequent Report by clicking the *File* button.

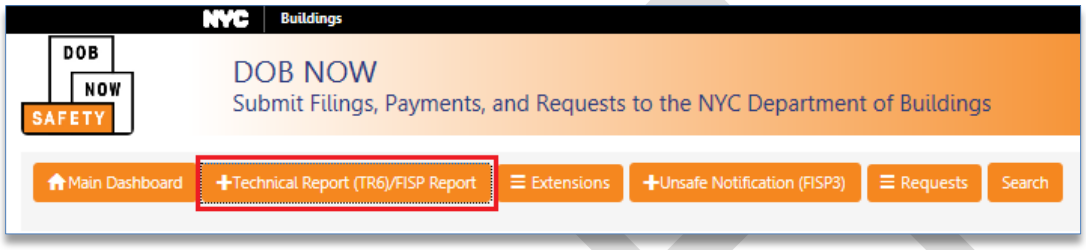
DRAFT

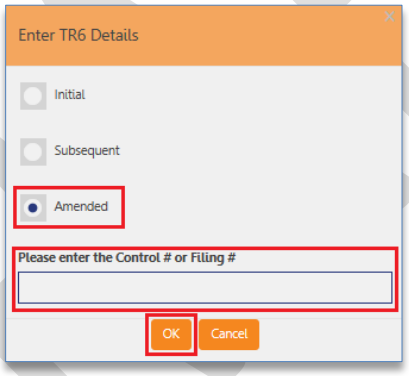
TR6 Amended Filing

Once a TR6 Report with an UNSAFE status has been accepted, the QEWI may file either an Amended TR6 or FISP1 (First Extension Request).

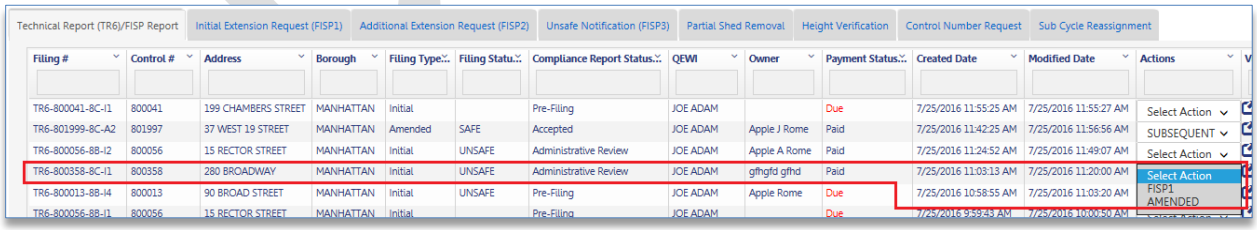
The QEWI can initiate a TR6 Amended filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

1. **Dashboard Menu**: Click the ***+Technical Report (TR6)/FISP Report*** button. The Enter TR6 Details pop-up window will open. Select the ***Amended*** option, enter the Control or Filing Number, and click **OK**.

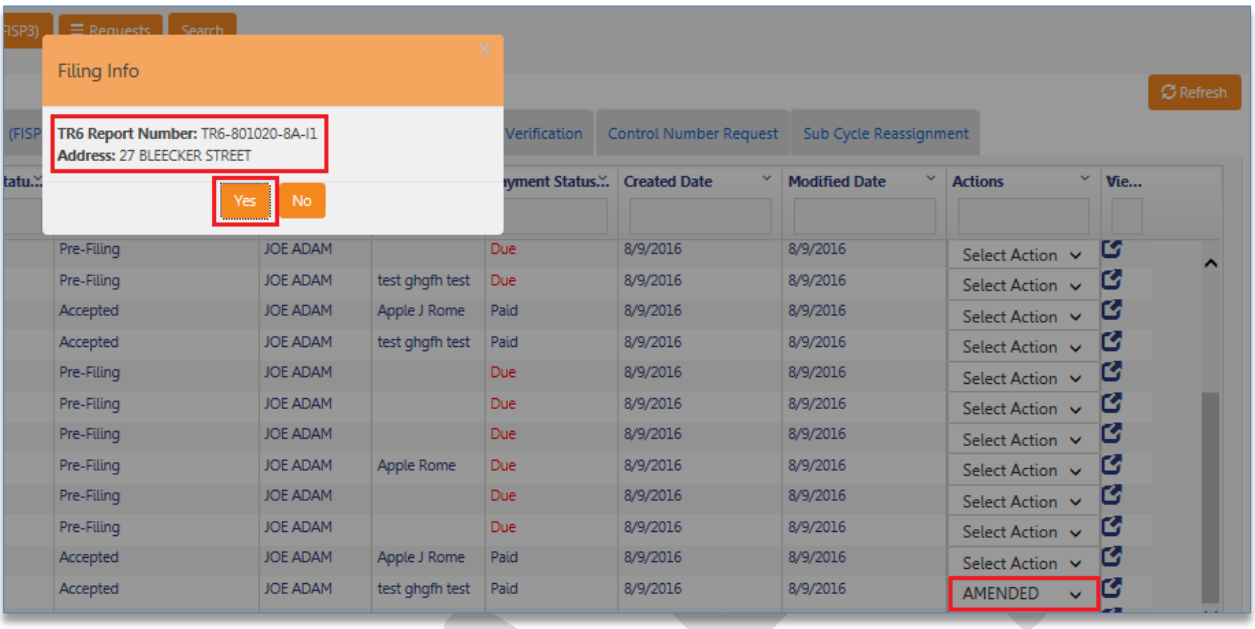




2. **Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a Subsequent report for. From the Actions dropdown, select *Amended*.



A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.

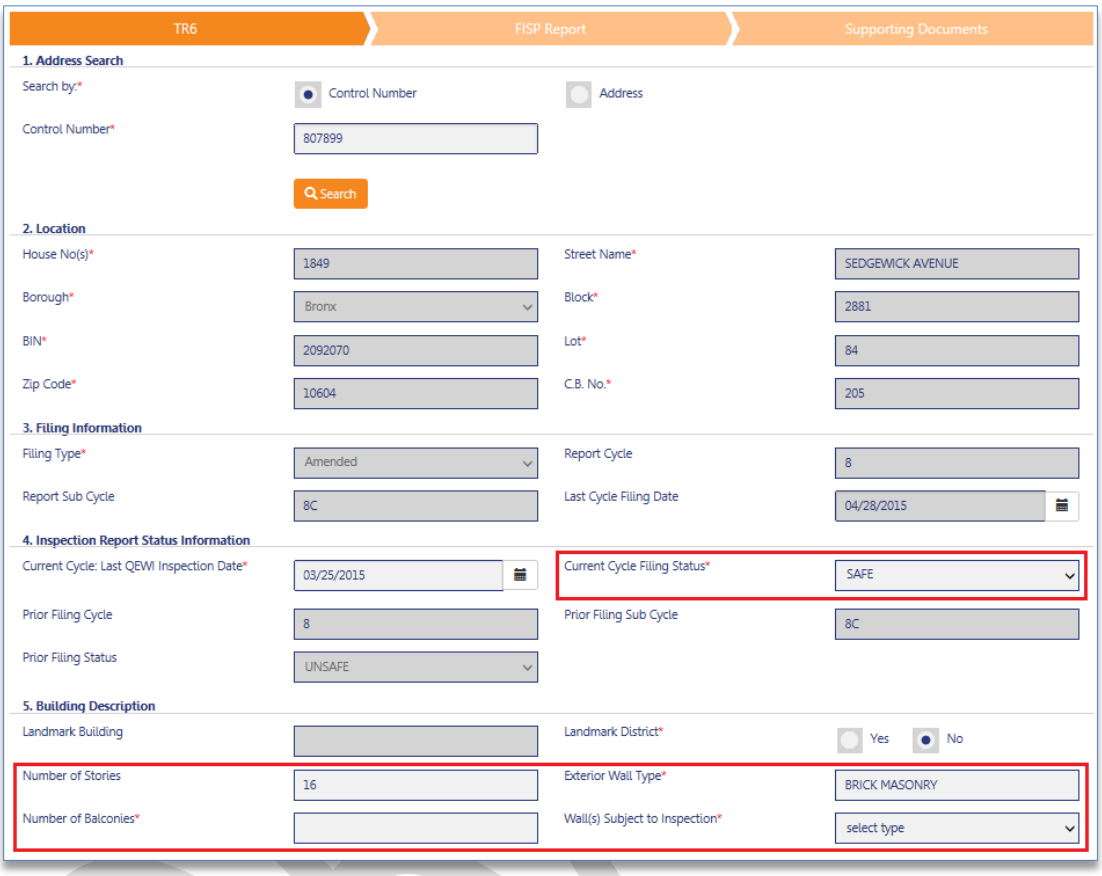


Amended TR6 Filing

Once the Amended filing has been saved for the first time, a new TR6 Filing Number will be generated, ending in A1.

The filing type is also displayed in the *Application Highlights* section of the screen.

The Amended filing will display all the previously submitted information from the Initial TR6 report. The Amended filing will follow the same filing process as the Initial TR6 report, including the entry and/or validation of information in all required fields.



Owner Signature

Once the QEWI has saved the filing, the Owner or Owner's Representative (detailed in the Owner and Owner's Representative Manual) must log in and certify the filing by providing their electronic signature in Section *9. Owner's Statement*.

TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The making payments process can be found here. Once complete, the Amount Due will be $0.00 and the *Pay Now* button will be grayed out

Filing the Amended TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete Amended Report by clicking the *File* button.

DRAFT

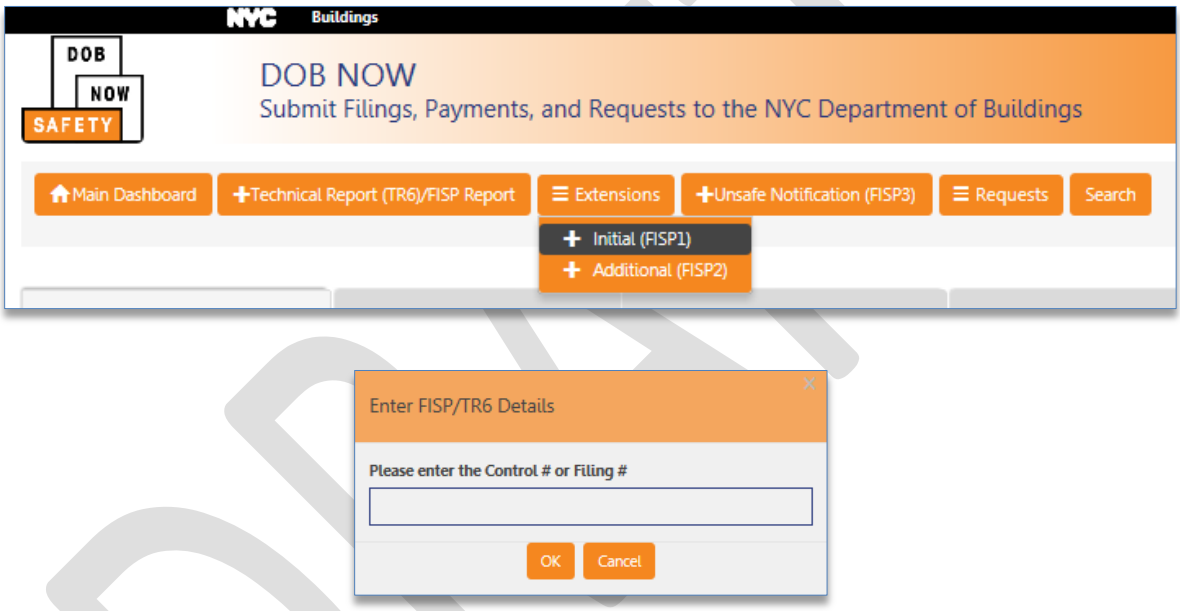
Initial Extension Request – FISP1 Filing

Once a TR6 with a status of UNSAFE has been accepted, the QEWI may file either an Amended TR6 or FISP1 (Initial Extension Request) time extension request.

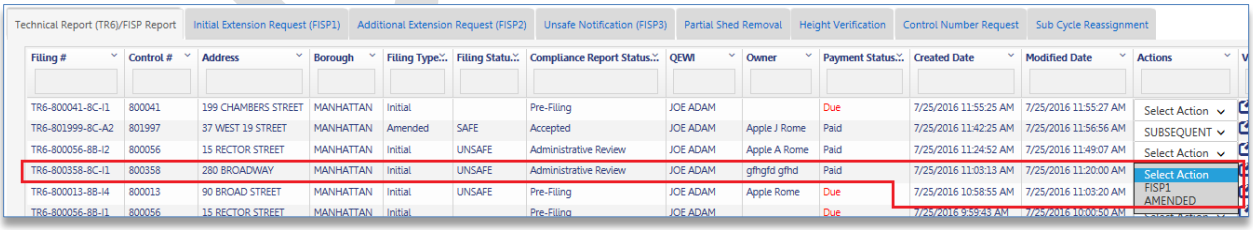
An *Initial Extension Request (FISP1)* is created based on the associated Control number or TR6 Filing number.

The QEWI can initiate a TR6 Amended filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

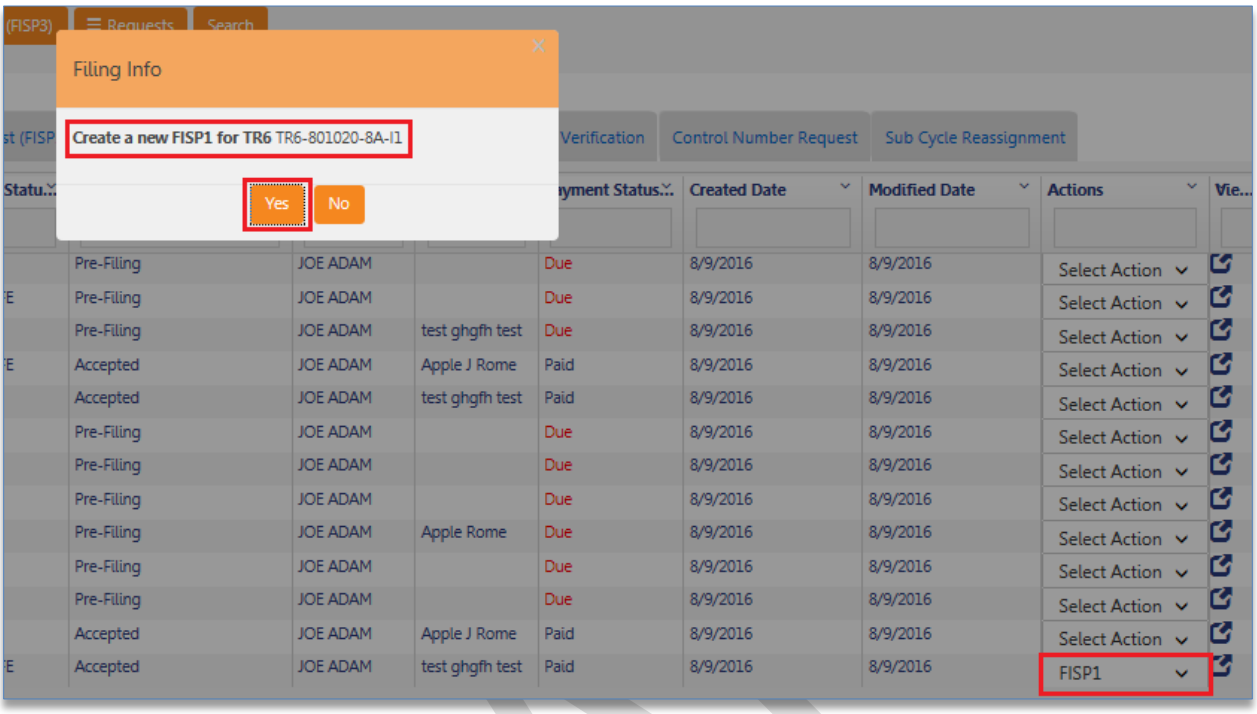
1. **Dashboard Menu**: Click the ***+Initial Extension Request (FISP1)*** button. The Enter FISP/TR6 Details pop-up window will open. Enter the Control or Filing Number, and click **OK**.



2. **Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a FISP1 report for. From the Actions dropdown, select *FISP1*.



A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.



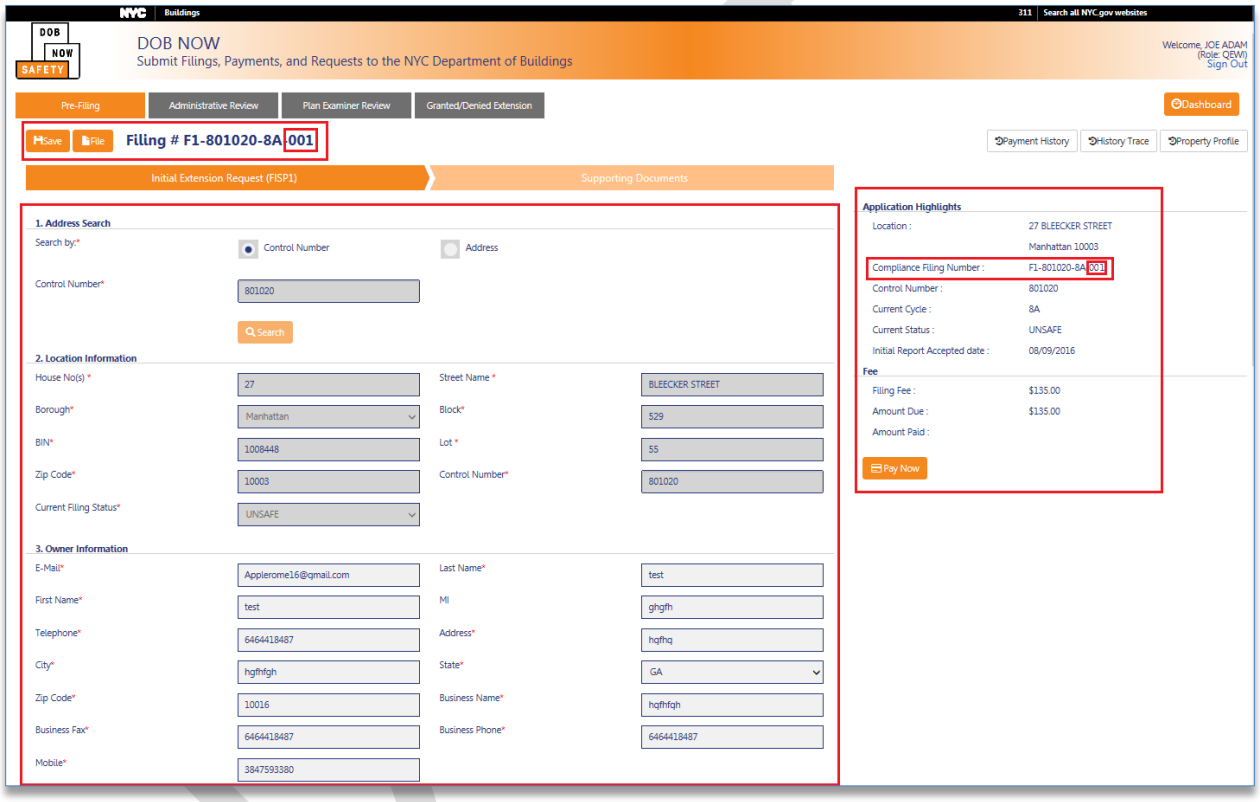
After clicking *Yes*, the FISP1 form will open. The location information sections are populated from the information provided on the TR6.

FISP1 - Initial Extension Request Form

Once the FISP1 filing has been saved for the first time, a FISP1 Filing Number will be generated, beginning in F1 and ending in a 3 digit sequence number.

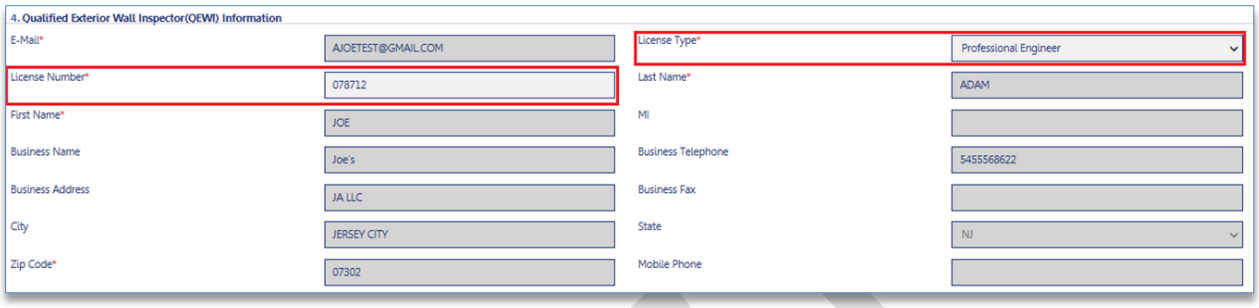
The following FISP1 sections are pre-populated based on the information provided on the initial TR6:

1. Address Search
2. Location Information
3. Owner Information
4. Qualified Exterior Wall Inspector (QEWI)



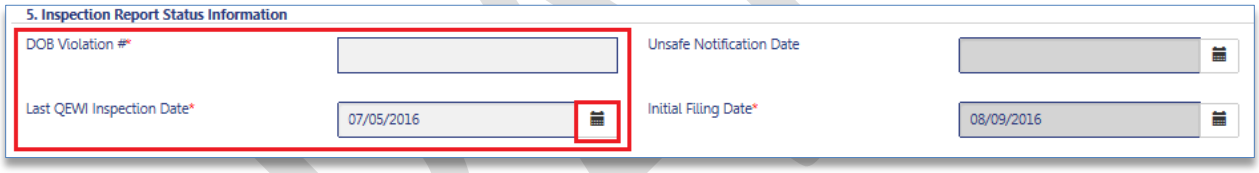
Section 4. Qualified Exterior Wall Inspector (QEWI) Information

In Section 4 the QEWI has the option to update the *License Type* field. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.



Section 5. Inspection Report Status

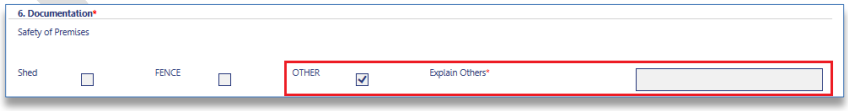
In Section *5. Inspection Report Status*, the QEWI will validate, and edit if necessary, the *Last QEWI Inspection Date* and enter any / all DOB Violation numbers not already populated. To update the *Last QEWI Inspection Date,* click on the calendar icon and select the date. Calendar details can be found here.



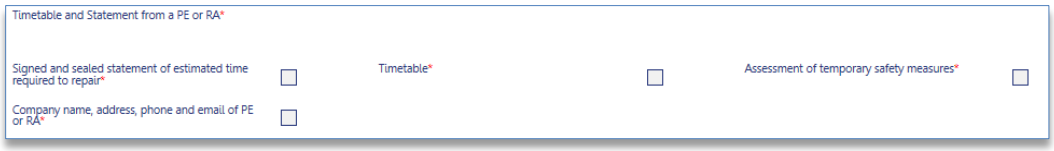
Section 6. Documentation

In Section *6. Documentation*, in the *Safety of Premises* section, the QEWI must select one or more checkboxes for the following (*Note: in the required document section, for each selected item there must be at least one document uploaded for each selected item*):

- Shed
- Fence
- Other (if other is selected, a textbox shall appear for *Explain Others*)



In the *Timetable and Statement from a PE or RA* section, the QEWI must select all checkboxes. Each checkbox has a corresponding *Document Type* on the Supporting Documents form.

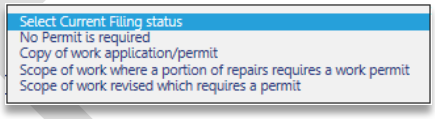


In *Supporting Documents*, a document upload of each item of the following is required

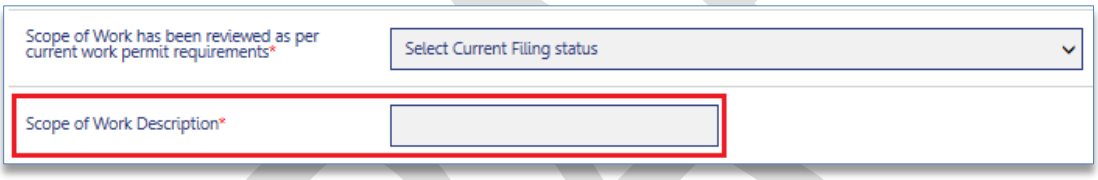
- Signed and sealed statement of estimated time required to repair
- Company name, address, phone and email of PE or RA
- Timetable
- Assessment of temporary safety measures

In the Scope of Work section, the QEWI must select one option from the *Scope of Work* dropdown, and as applicable, upload the appropriate documentation in *Supporting Documents:*

- No permit is required
- Copy of work application/permit
- Scope of work where a portion of repairs requires a work permit
- Scope of work revised which requires a permit



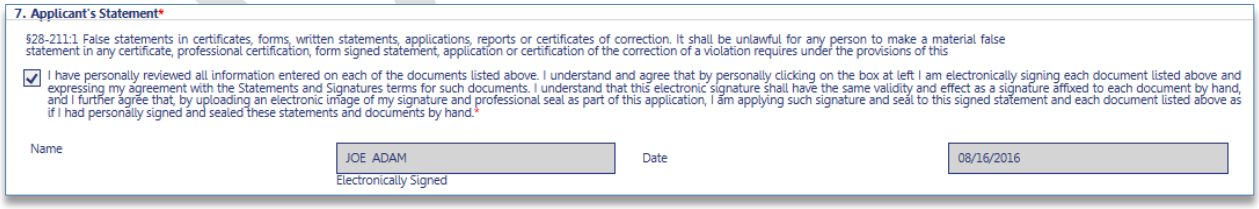
For any of the selected items, the QEWI must enter a brief description of the scope of work in the *Scope of Work Description* field. For the selection of **No permit is required**, documentation is not required to be uploaded.



A notarized letter signed by the owner stating that the work will be completed within the stated timetable must be submitted in the *Supporting Documents* tab.

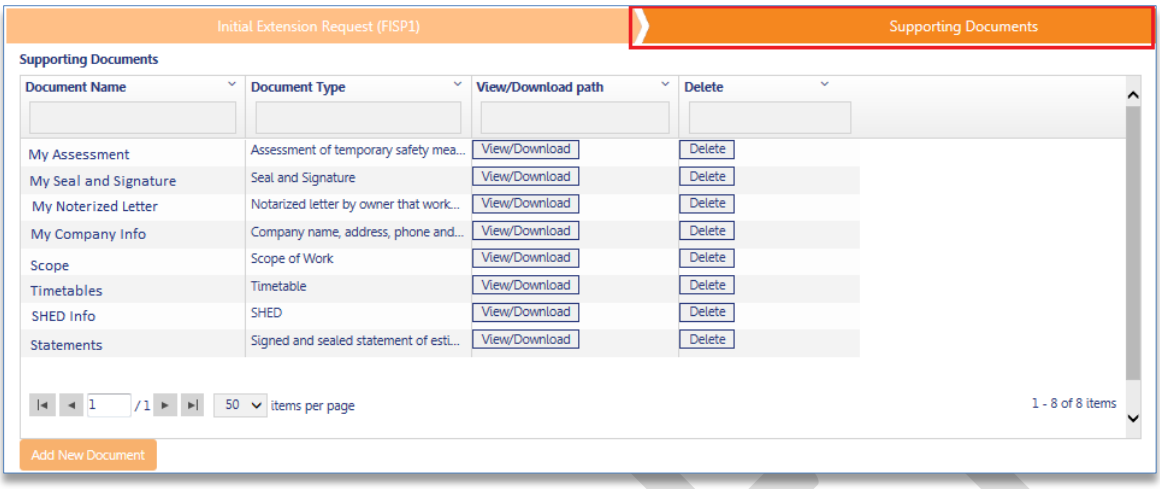
Applicant Electronic Signature

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 7. The QEWI's name and the current date will then be auto-populated.



Supporting Documents

The FISP1 Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered on the FISP1.



FISP1 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The making payments process can be found here. Once complete, the Amount Due will be $0.00 and the *Pay Now* button will be grayed out.

Filing the FISP1 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP1 Report by clicking the *File* button.

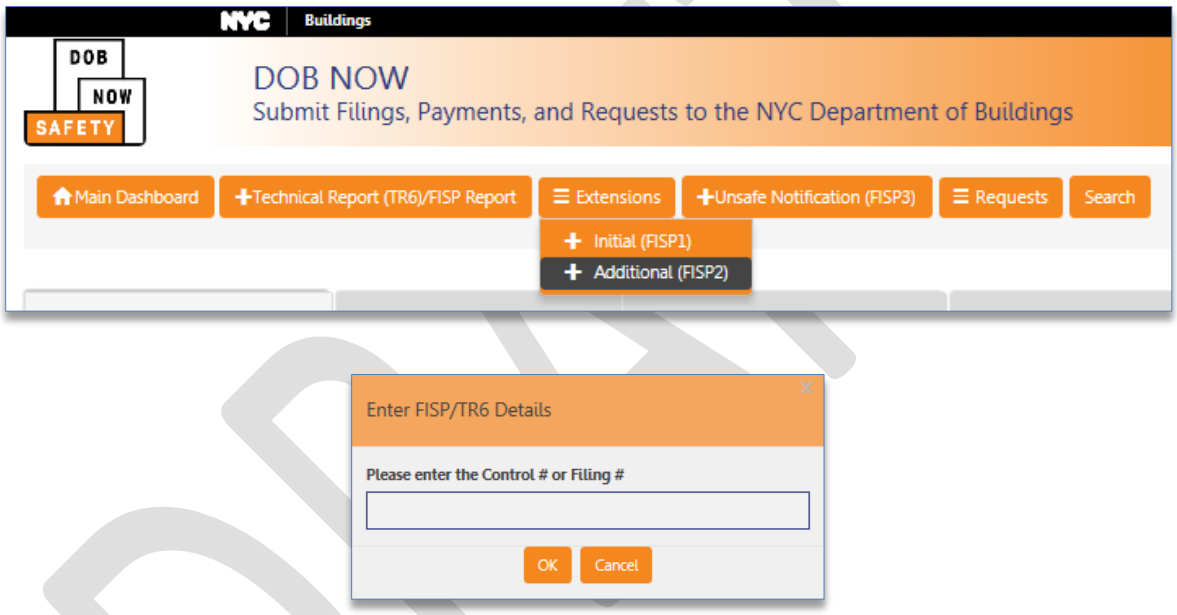
Additional Time Extension Request – FISP2

When the FISP1 is set to expire, the QEWI may submit a request for an Additional Extension Request (FISP2).

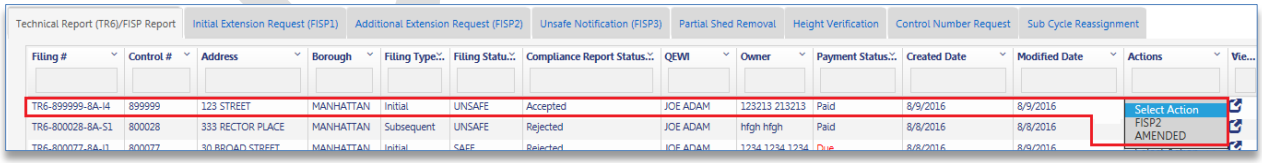
An *Additional Time Extension Request (FISP2)* is created based on the associated Control number or TR6 Filing number.

The QEWI can file a FISP2 in one of two ways, by the Dashboard menu items, or by the TR6 Action column in the default grid.

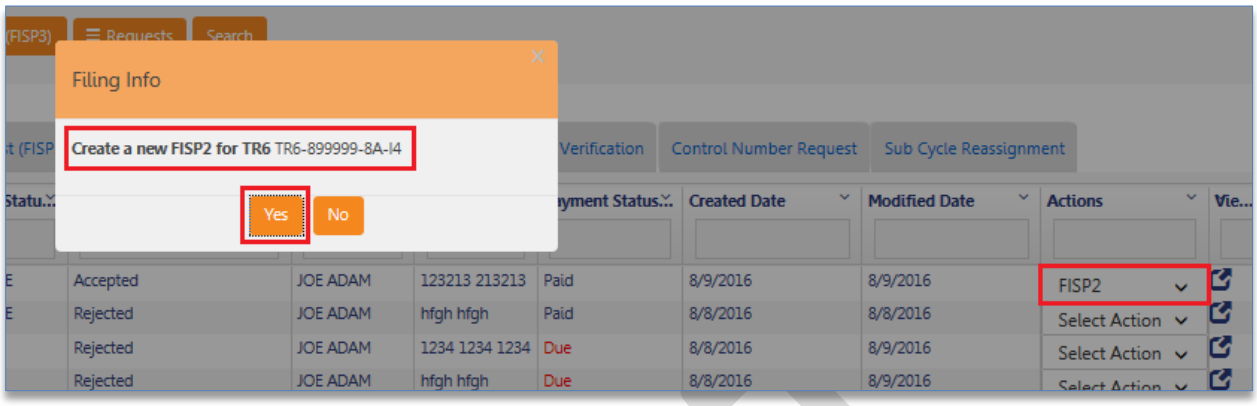
1. **Dashboard menu:** Click on the ***+Additional (FISP2)*** button on the *Dashboard*. The Enter FISP/TR6 Details pop-up window will open. Enter the Control Number or TR6 Filing Number. Click OK.



2. **Actions:** The QEWI can select the FISP2 option from the *Select Action* dropdown, which is already associated with the TR6 number.



A pop-up window will open to confirm proceeding with a new FISP2 for the listed TR6 report number. If correct, click **Yes** to proceed.



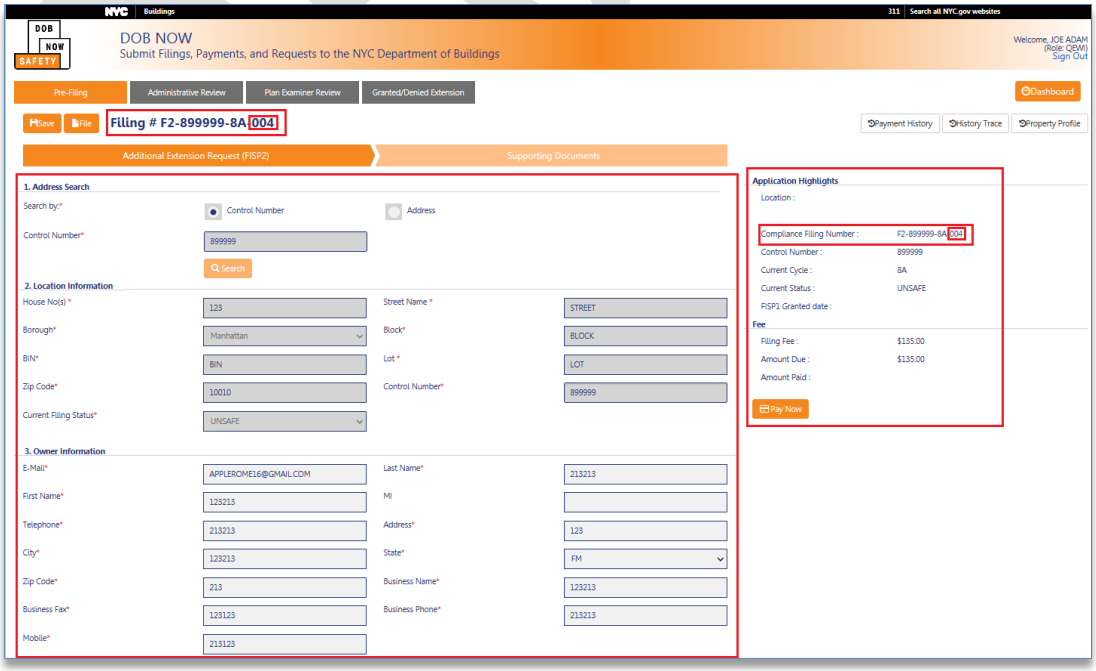
After clicking Yes, the FISP2 form will open. The location information sections are pre-populated from the information provided on the TR6.

FISP2 – Additional Time Extension Request Form

Once the FISP2 filing has been saved for the first time, a FISP2 Filing Number will be generated, beginning in F2 and ending in a 3 digit sequence number.

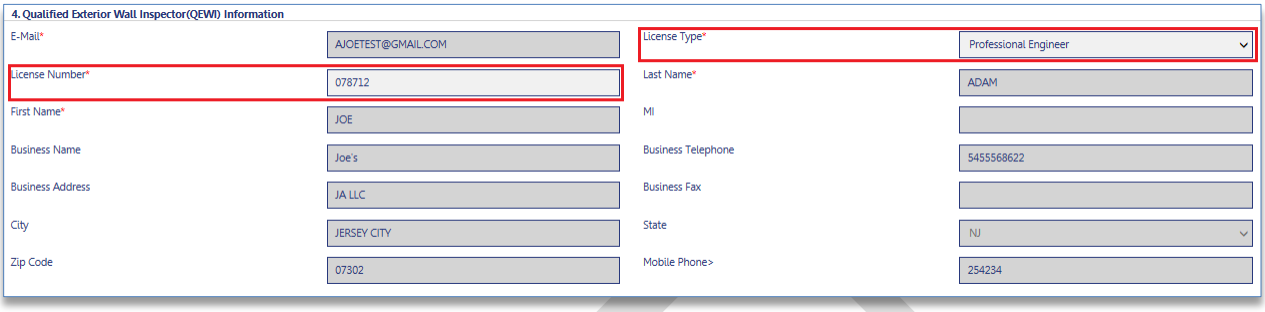
The following FISP2 sections are pre-populated based on the information provided on the initial TR6:

1. Address Search
2. Location Information
3. Owner Information
4. Qualified Exterior Wall Inspector (QEWI)



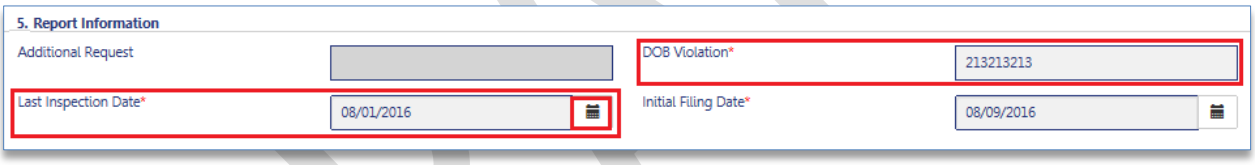
Section 4. Qualified Exterior Wall Inspector (QEWI) Information

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.



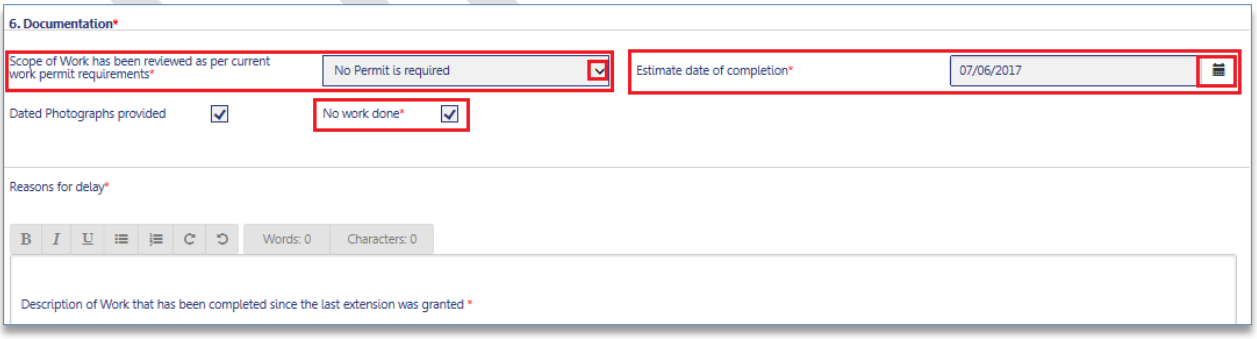
Section 5. Report Information

In Section *5. Report Information*, the QEWI will validate, and edit if necessary, the *Last Inspection Date* and enter any / all DOB Violation numbers. To update the *Last QEWI Inspection Date,* click on the calendar icon and select the date. Calendar details can be found here.



Section 6. Documentation

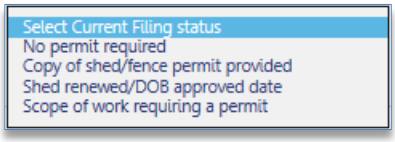
In Section *6.*, the QEWI must select the estimated date of completion and select an option from the *Scope of Work* drop down and as applicable upload the appropriate documentation:



If no work was performed, the QEWI must select the check box for *No Work Done*.

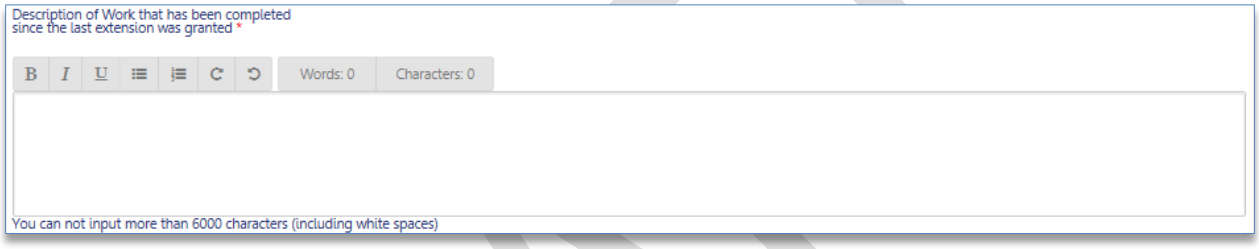
The QEWI must select one option from the *Scope of Work* drop down and as applicable upload the appropriate documentation:

- No Permit Required
- Copy of Shed/Fence Permit Provided
- Shed Renewed/DOB Approved Date
- Scope of Work Requiring a Permit

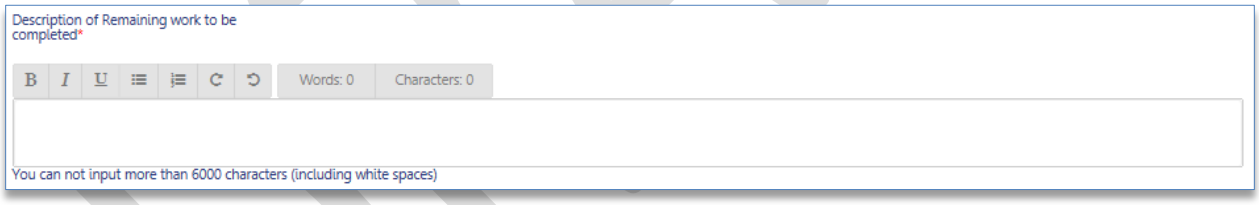


A notarized letter signed by the owner stating that the work will be completed within the stated timetable must be submitted in the *Supporting Documents* form. The process for uploading Supporting Documents process can be found here.

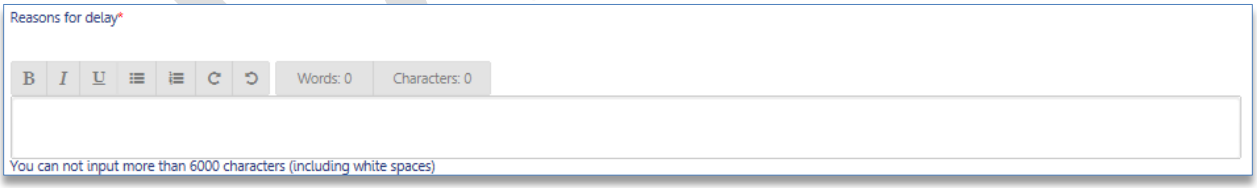
The QEWI must enter a short *Description of Work that has been completed since the last extension was granted* in the following text box.



The QEWI must enter a short *Description of Remaining Work to be completed* in the following Rich Text box, or select *No Work Done* directly above all of the Rich Text boxes.

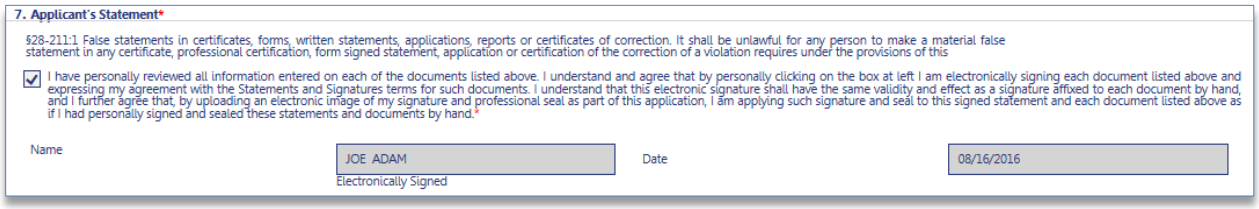


The QEWI is required to add the *Reasons for Delay* in the following text box.



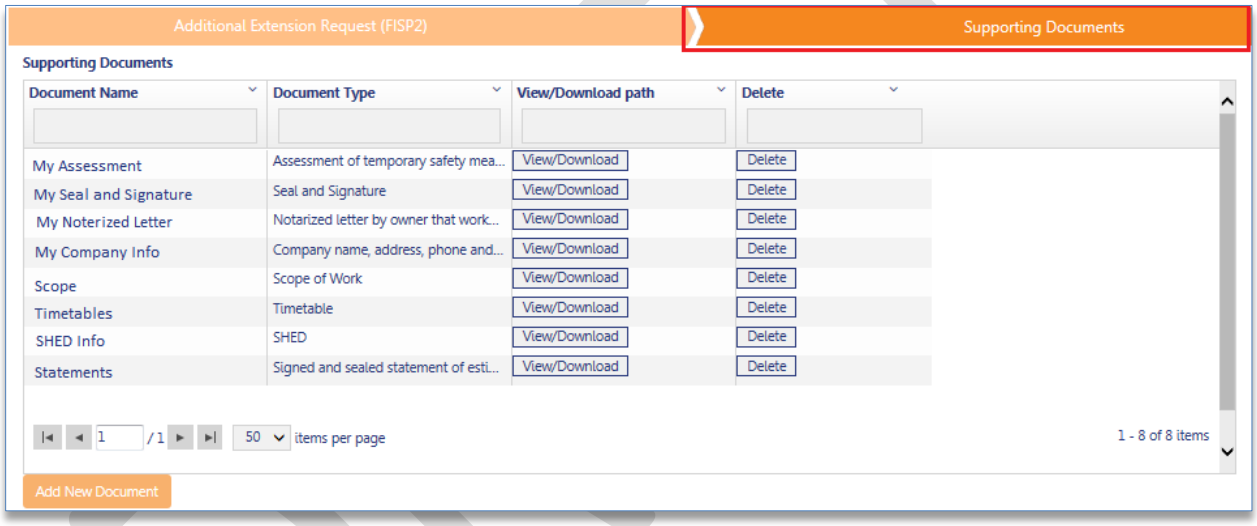
Section 7. Applicant's Statement

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 7. The QEWI's name and the current date will then be auto-populated.



Supporting Documents

The FISP2 Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered on the FISP1.



The process for uploading Supporting Documents process can be found here.

FISP2 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The making payments process can be found here. Once complete, the Amount Due will be $0.00 and the *Pay Now* button will be grayed out

Filing the FISP2 Report

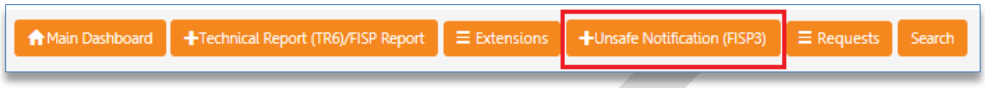
Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP2 Report by clicking the *File* button.

DRAFT

UNSAFE Notifications – FISP3

If a registered Design Professional or QEWI observes any unsafe façade conditions, the Design Professional or QEWI should call 311 to report the condition or 911 to report any immediately hazardous conditions. The Design Professional or QEWI should also file a FISP3 in DOB NOW: *Safety.* Initiate a FISP3 by clicking the ***+Unsafe Notification (FISP3)*** button on the dashboard.

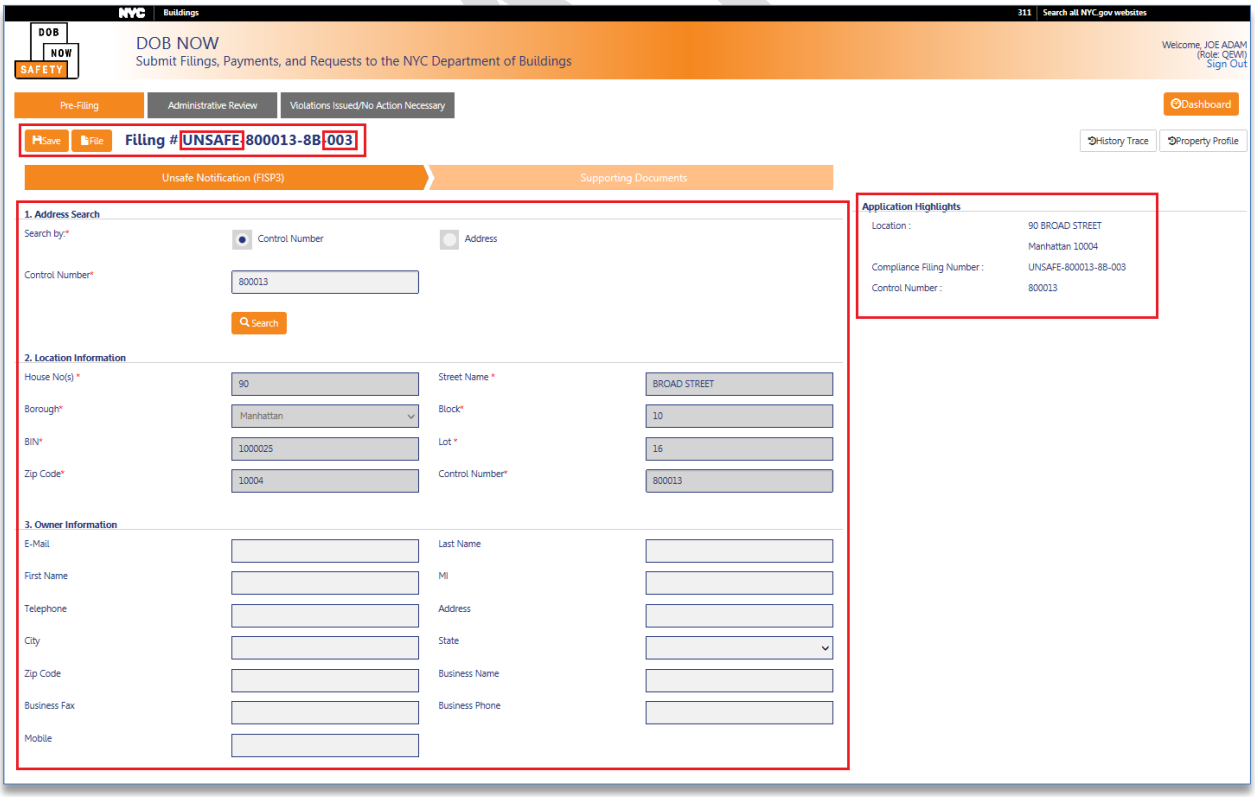
There are **no** fees associated with filing a FISP3 form.



FISP3 UNSAFE - Form

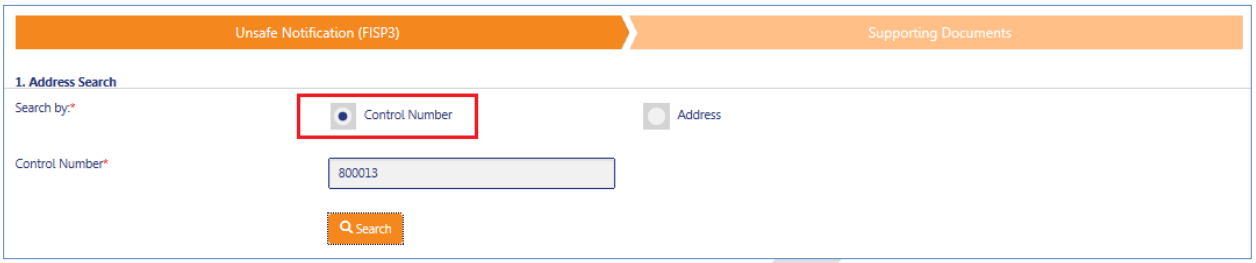
Section 1 and 2. Address Search and Location Information

The QEWI has the option to search for the address by either the Control Number or by Address. Once the search is complete and the correct address has been selected, the required property detail is pre-populated in Section *2. Location Information*, and in the *Application Highlights*.

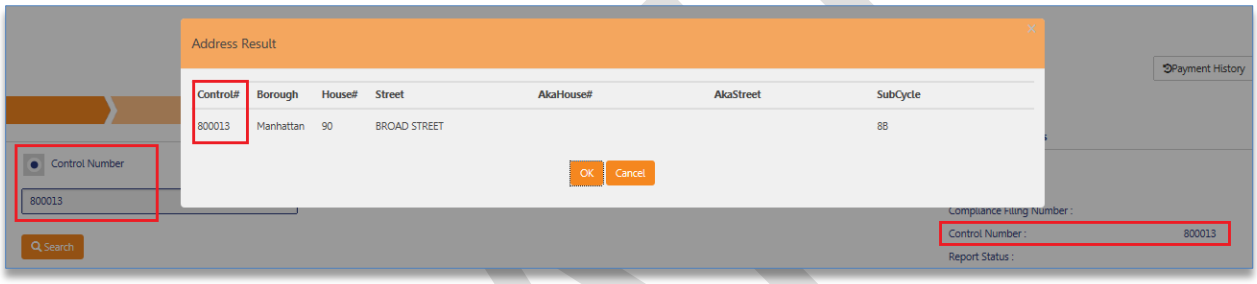


Search by Control Number

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (*700013*), the QEWI will be provided a selection within the current cycle (*800013*), and its sub-cycle (*8B*).

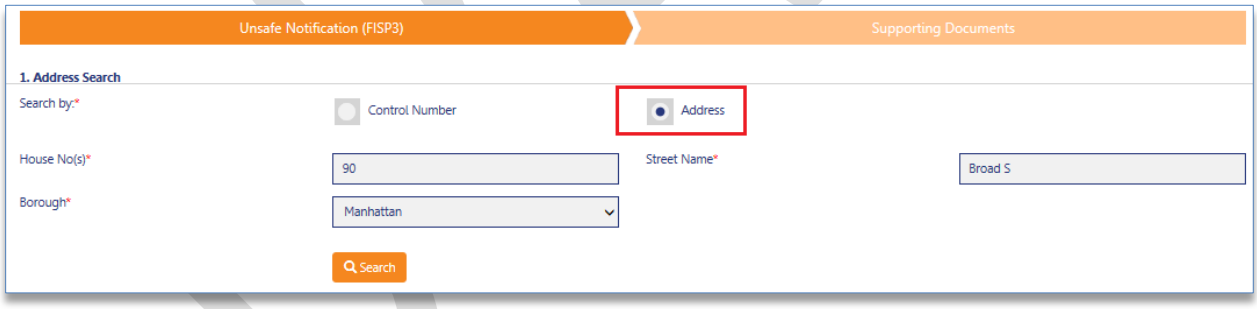


The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.

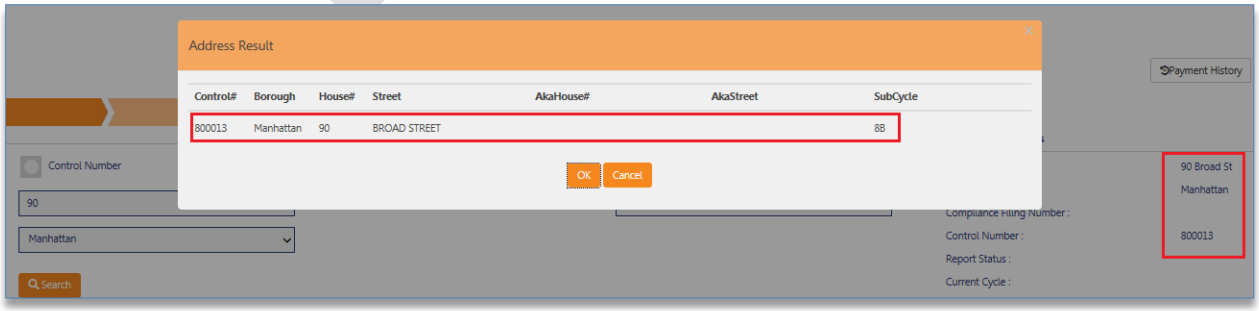


Search by Address

To search by address enter the House Number, Street Name and Borough. Click **Search**.

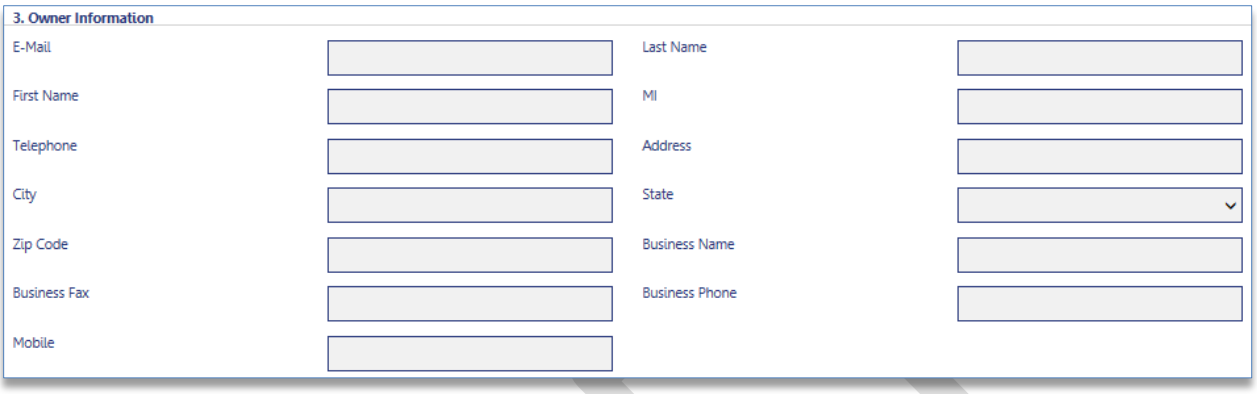


The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.



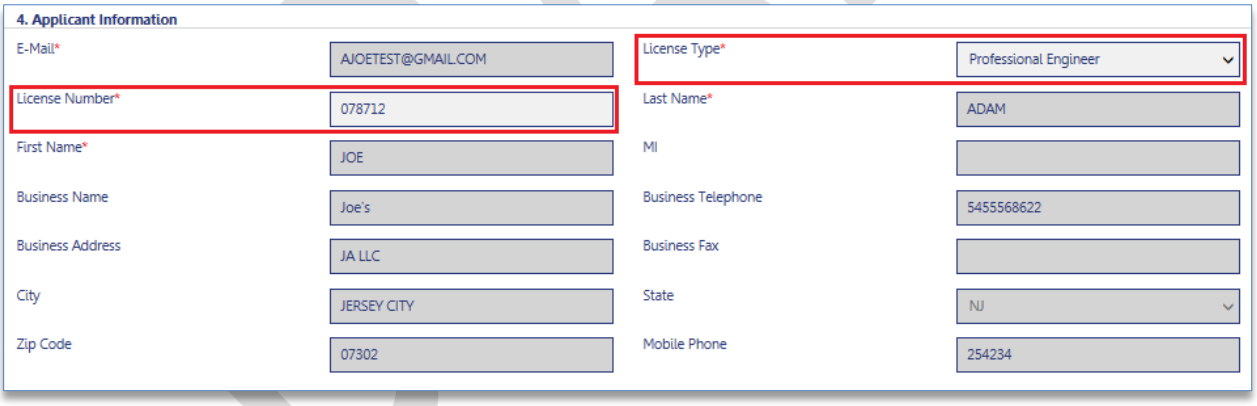
Section 3. Owner Information

The Owner information in Section 3 on the FISP3 UNSAFE filing is optional since the Design Professional or QEWI may not know who the Owner is, or have the Owner's eFiling email address at the time of filing. If available, the QEWI should provide the owner information by entering the owner's email address registered in eFiling.



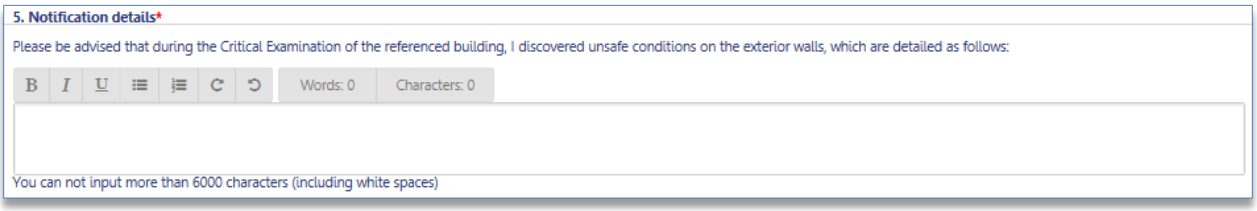
Section 4. Application Information

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.



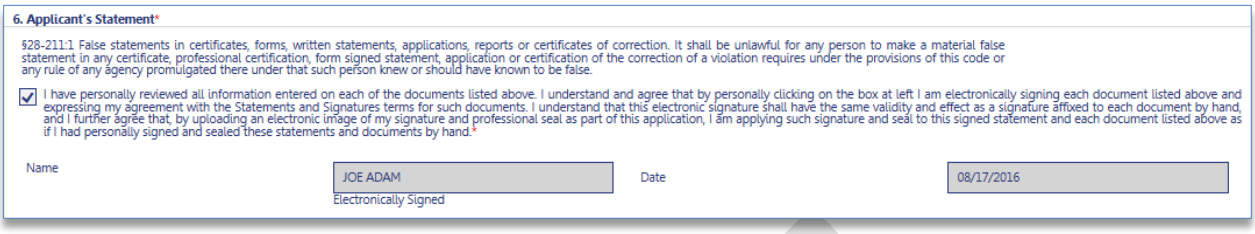
Section 5. Notification Details

Enter additional details on the UNSAFE condition in the following text box.



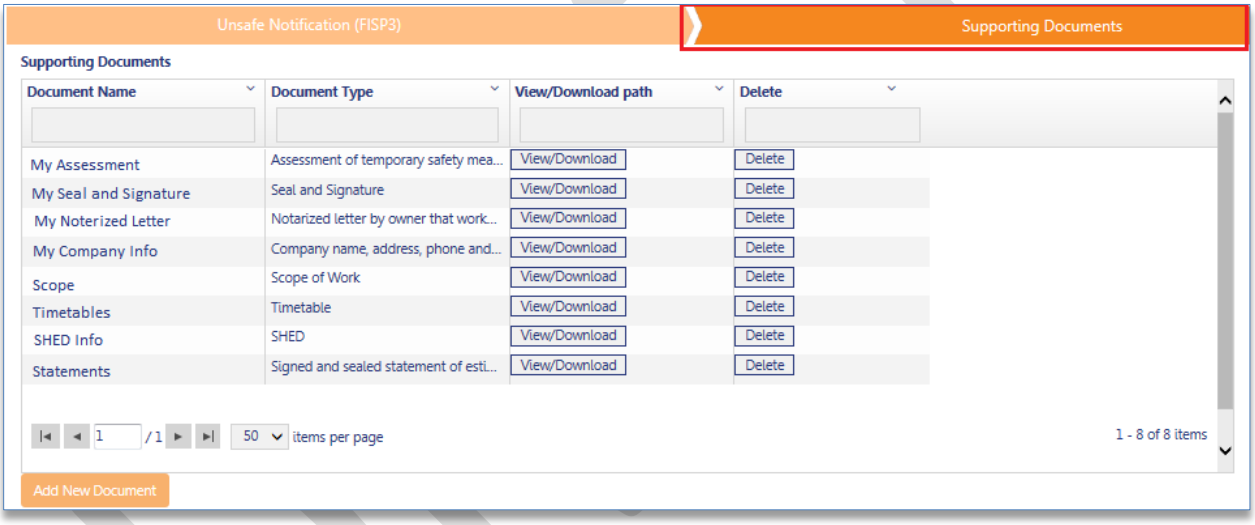
Section 6. Applicant's Statement

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 6. The QEWI's name and the current date will then be auto-populated.



Supporting Documents

The FISP3 Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The QEWI may add additional applicable documents and/or photos using the *Other Document Type*.



Filing the FISP3 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP3 Report by clicking the *File* button.

There are **no** fees associated with filing a FISP3.

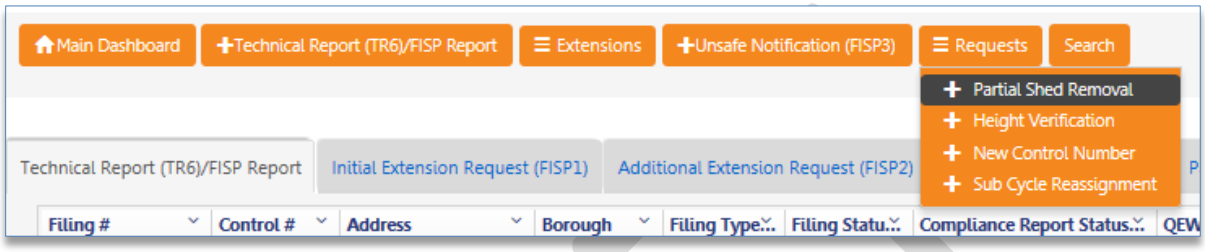
Partial Shed Removal (PSR) - Filings

The Partial Shed Removal (PSR) form is designed to allow the Owner or QEWI to request the removal of a sidewalk shed.

There are **no** fees associated with filing a Partial Shed Removal form.

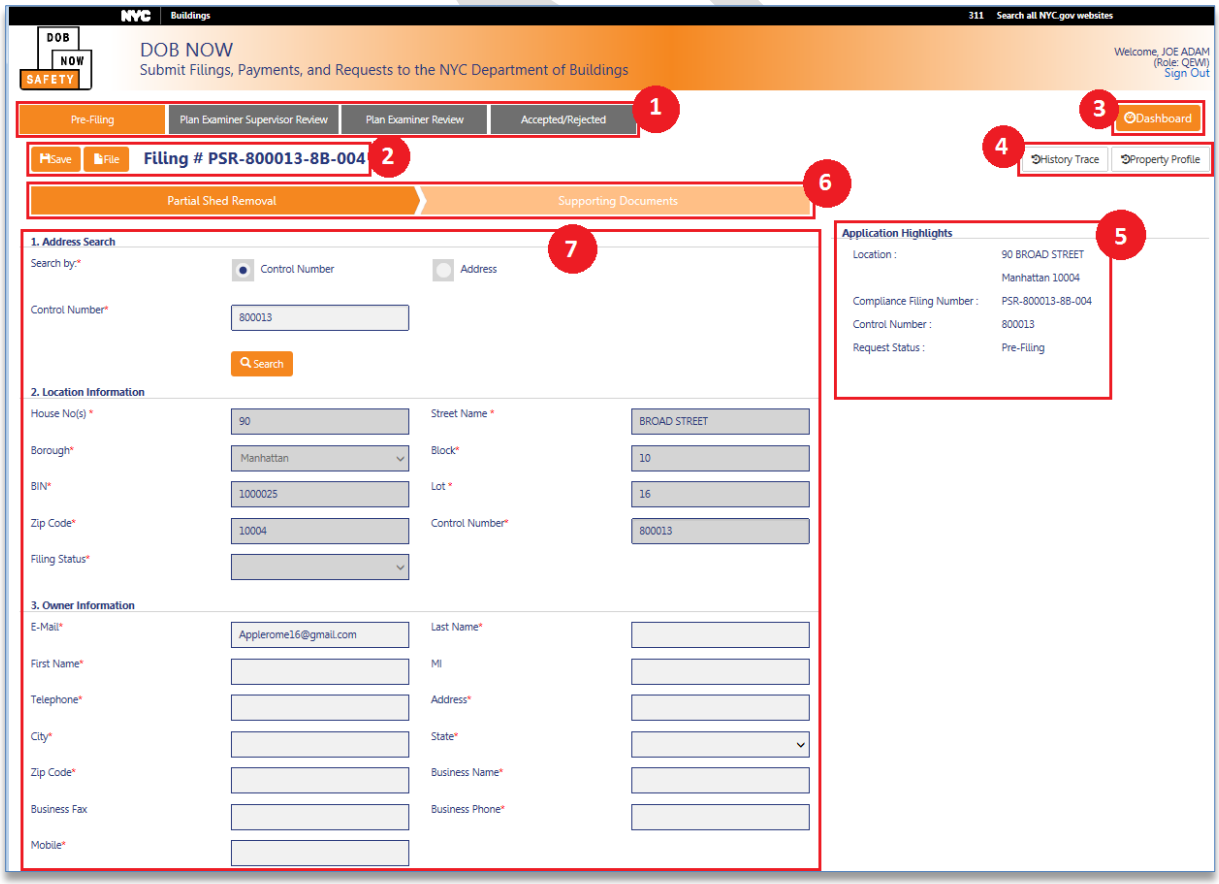
Partial Shed Removal - Access

Select the ***+Partial Shed Removal*** button from the requests drop down in the dashboard.



Partial Shed Removal Form

The Partial Shed Removal form will open.

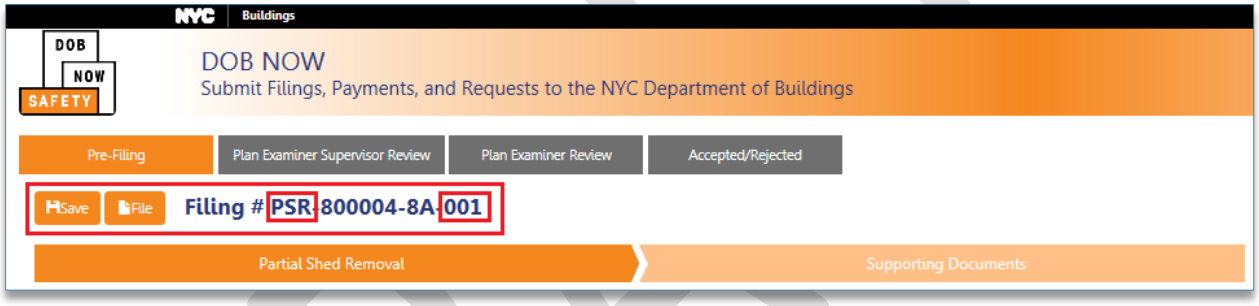


1. The *ribbon* displaying filing progression status.

2. The *Save* and *File* buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a Partial Shed Removal Request, in order left to right; **Partial Shed Removal → Supporting Documents**.
7. The Partial Shed Removal form details.

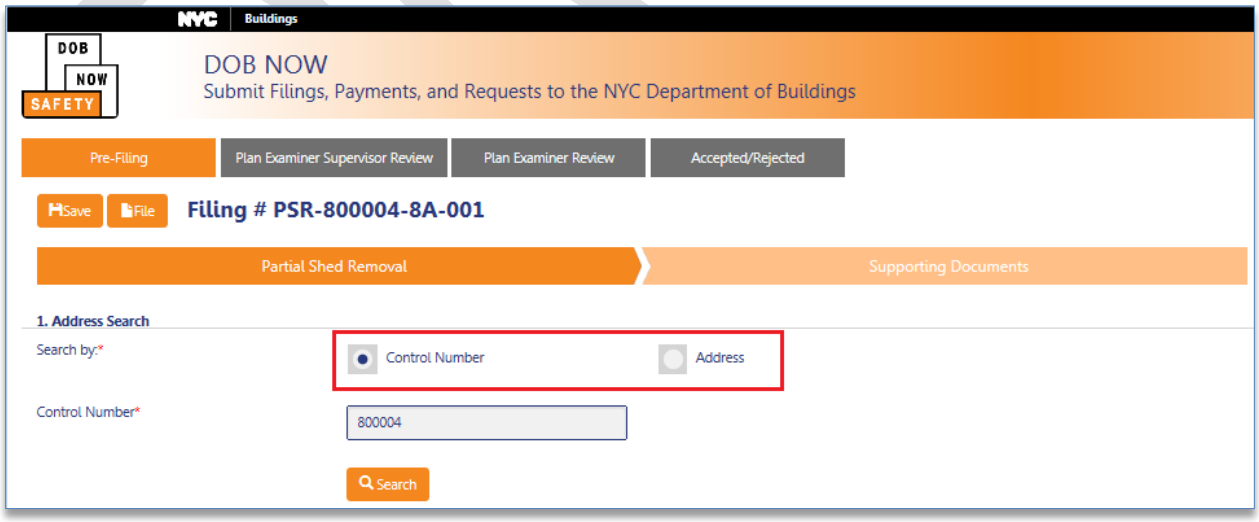
PSR Filing

Once the PSR filing has been saved for the first time, a PSR Filing Number will be generated, beginning in PSR and ending in a 3 digit sequence number.

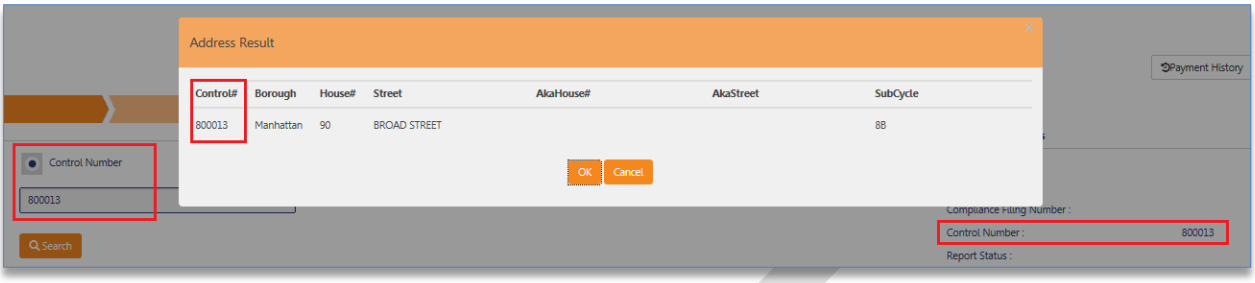


Section 1. Address Search

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.



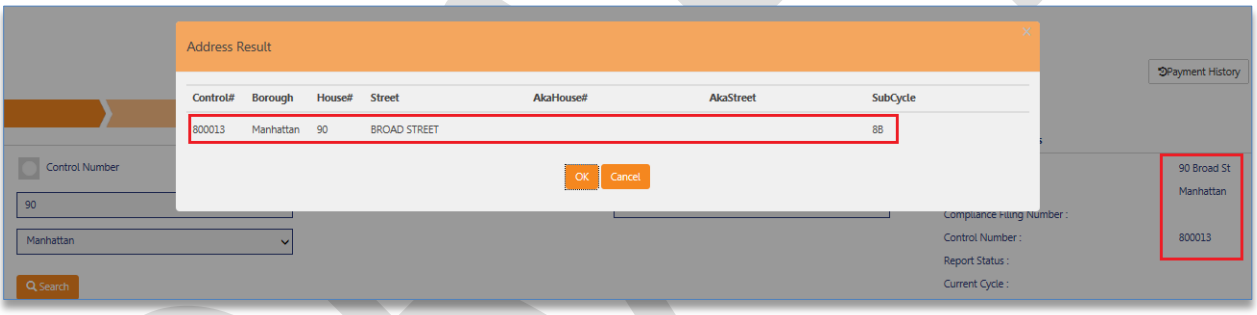
When a QEWI enters a Control Number, it will not matter if it is a previous cycle (*700013*), the QEWI will be provided a selection within the current cycle (*800013*), and its sub-cycle (*8B*).



Address

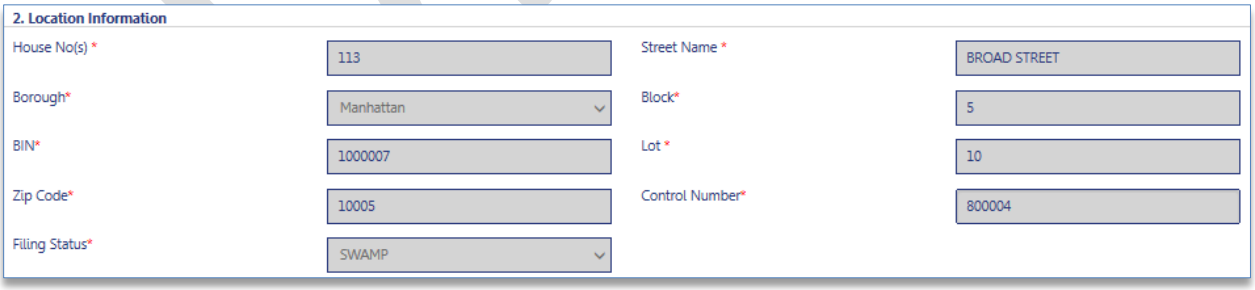
When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

When the QEWI enters the desired address or Control Number, the QEWI will be able to validate the address DOB has on file with pertinent information.



Section 2. Location Information - PSR

Once the Address or Control Number has been selected, the Location information will be populated with the property information.



Section 3. Owner Information - PSR

In Section 3. Owner Information, provide the associated owner information by entering the owner's email address registered with in eFiling.

3. Owner Information

E-Mail*	Applerome17@gmail.com	Last Name*	Apple
First Name*	Rome	MI	N
Telephone*	9851254879	Address*	12 Freemont Ave
City*	San Diego	State*	CA
Zip Code*	98457	Business Name*	PM ARCH
Business Fax	9851254879	Business Phone*	9851254879
Mobile*	9851254879		

Section 4. Applicant Information

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Qualified Exterior Wall Inspector(QEWI) Information

E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

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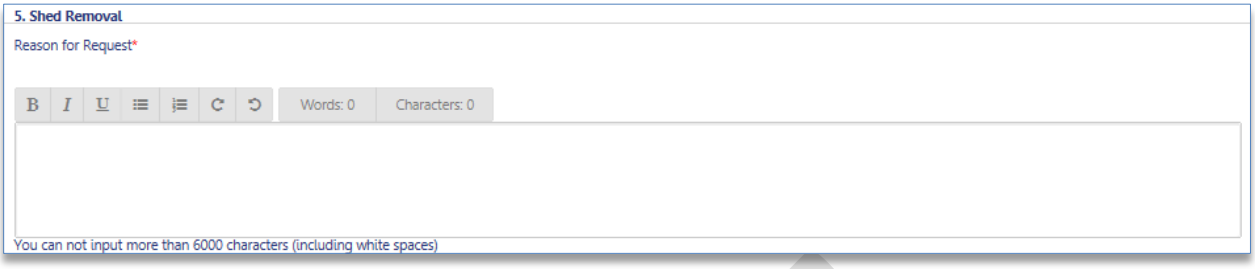
Section 5. Shed Removal Reason for Request – PSR

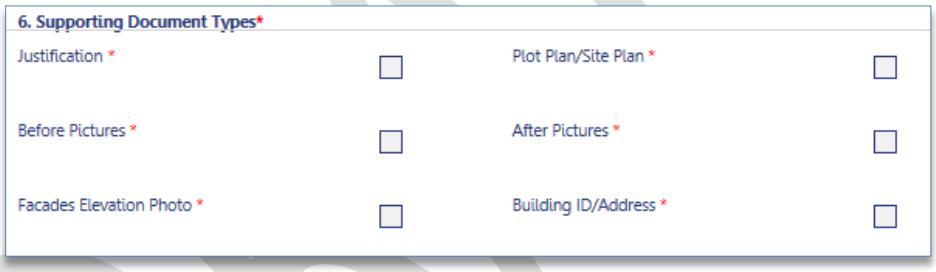
The QEWI enters a detailed justification for the shed removal in the text box provided.



Select the Calendar icon for the pop-up calendar dropdown to select the **QEWI Inspection Date**.

Section 6. Supporting Document Types

The QEWI will then click on each of the following document types, which will require upload on the *Supporting Documents* form:



- Justification
- Plot Plan/Site Plan
- Before Pictures
- After Pictures
- Facades Elevation Photo
- Building ID/Address

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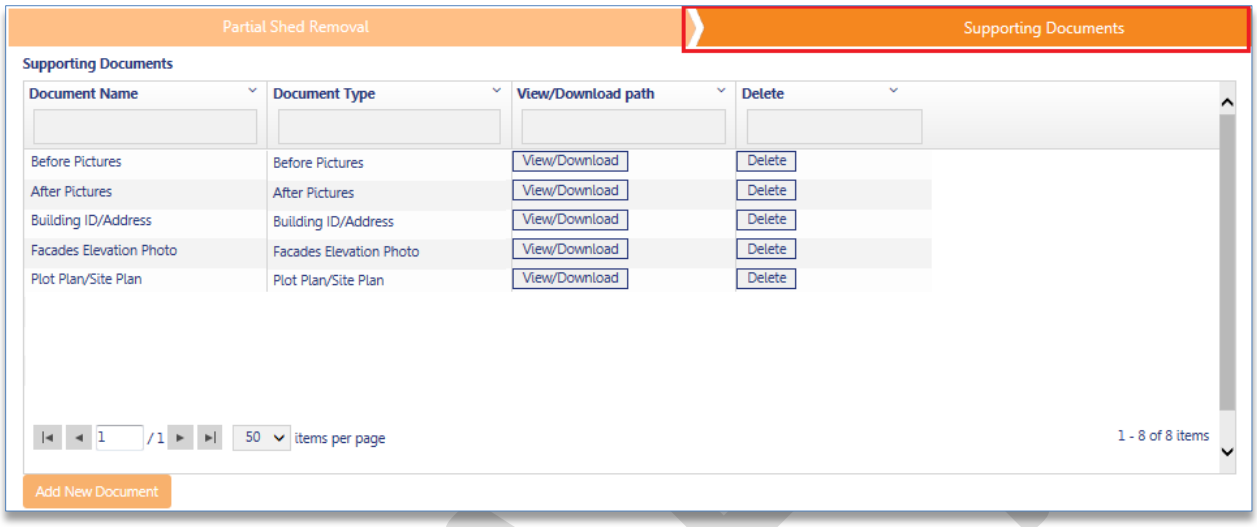
Supporting Documents

The Partial Shed Removal Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered.



Filing the Partial Shed Removal Form

The QEWI can make a final review of the filing, make any necessary changes, all documents uploaded, and then file the complete Partial Shed Removal form by clicking the *File* button.

There are **no** fees associated with filing a Partial Shed Removal form.

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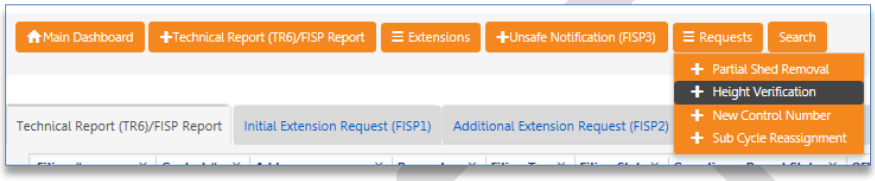
Height Verification (HV) - Filings

A QEWI creates a Height Verification Request form to validate that a building is either above or below 6.5 stories in height.

There are **no** fees associated with filing a Height Verification form.

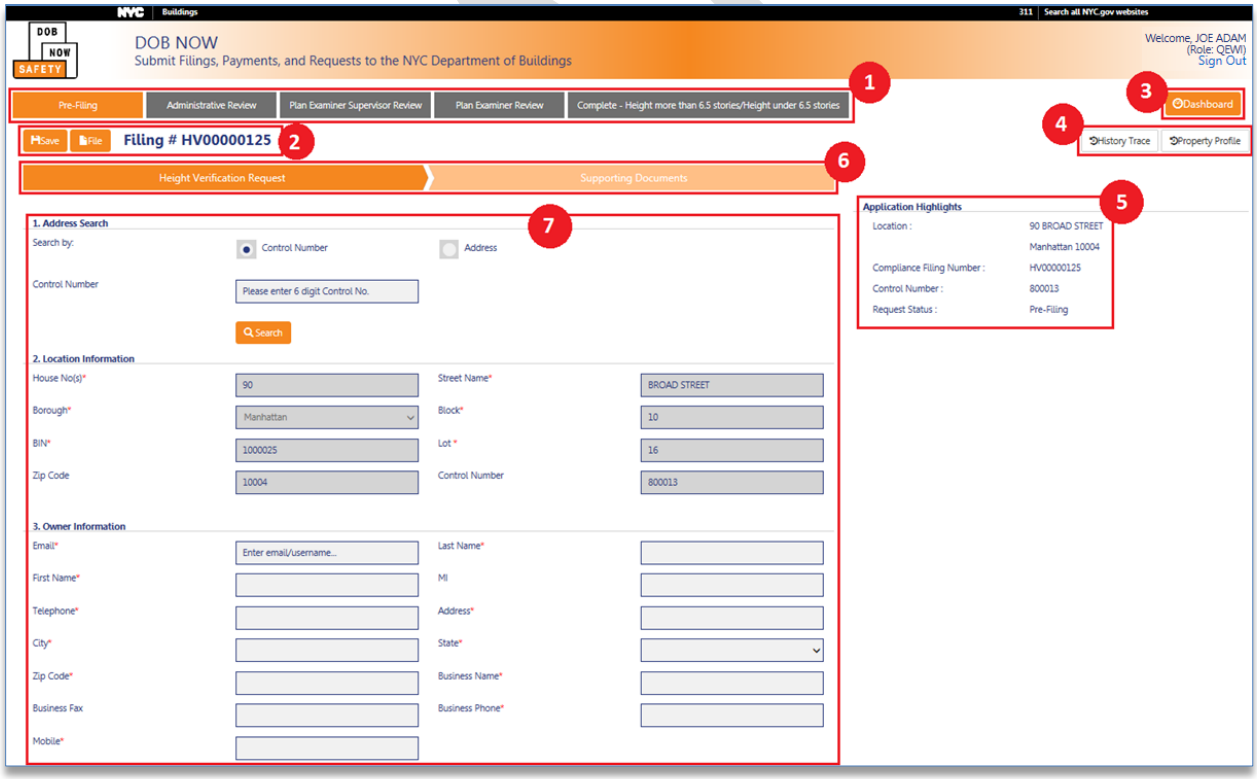
Height Verification - Access

The QEWI can initiate a new Height Verification filing by clicking on the *+Height Verification* button on the *Dashboard*.



Report Form Orientation Height Verification

The Height Verification Report will open.

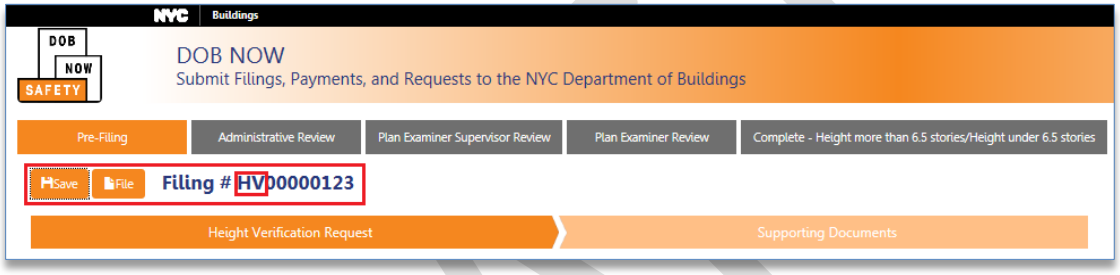


1. The filing progress status.
2. The *Save* and *File* buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.

4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **Height Verification → Supporting Documents**.
7. The Height Verification compliance filing form details.

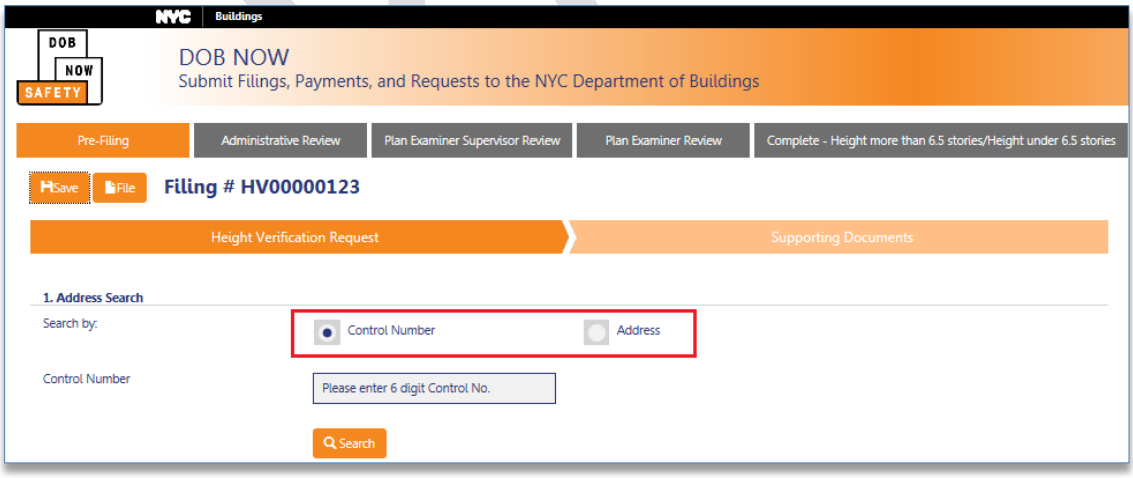
Height Verification Form

Once the Height Verification filing has been saved for the first time, a Height Verification Filing Number will be generated, beginning with HV. When the Height Verification filing has been determined that a building that was not over 6.5 stories, but now is, a new Control Number is generated. There are **no** fees associated with filing a Height Verification form.

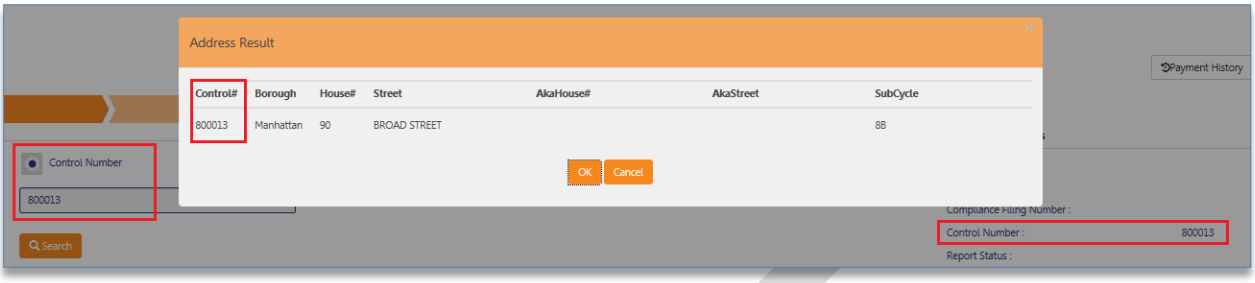


Section 1. Address Search - HV

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.



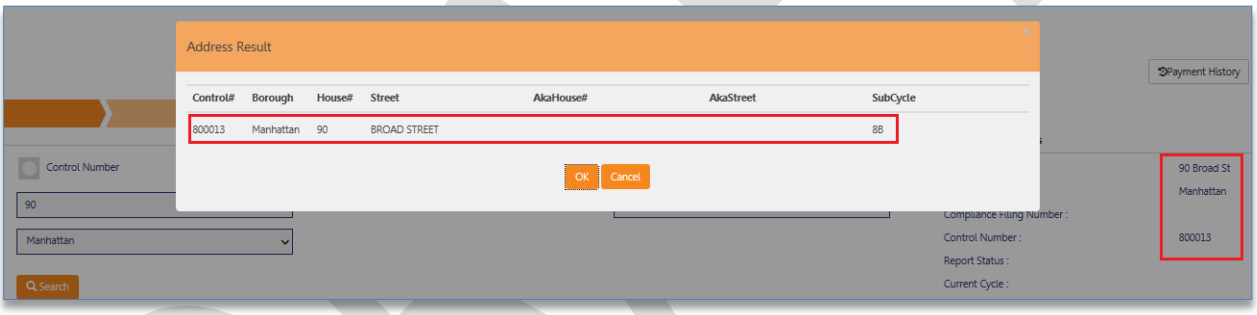
When a QEWI enters a Control Number, it will not matter if it is a previous cycle (*700013*), the QEWI will be provided a selection within the current cycle (*800013*), and its sub-cycle (*8B*).



Address Search

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

When the QEWI enters the desired address or Control Number, the QEWI will be able to validate the address DOB has on file with pertinent information.

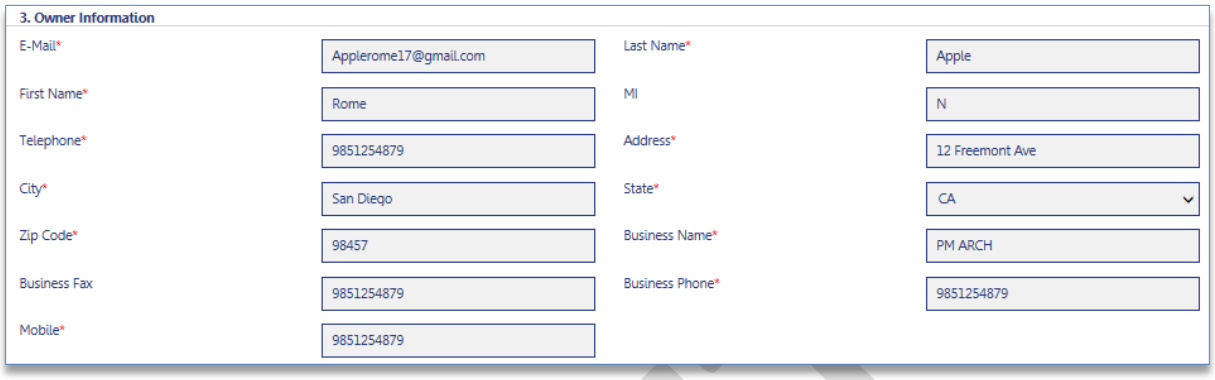


Section 2. Location Information - HV

Once the Address or Control Number has been selected, the Location information will be populated with the property information.

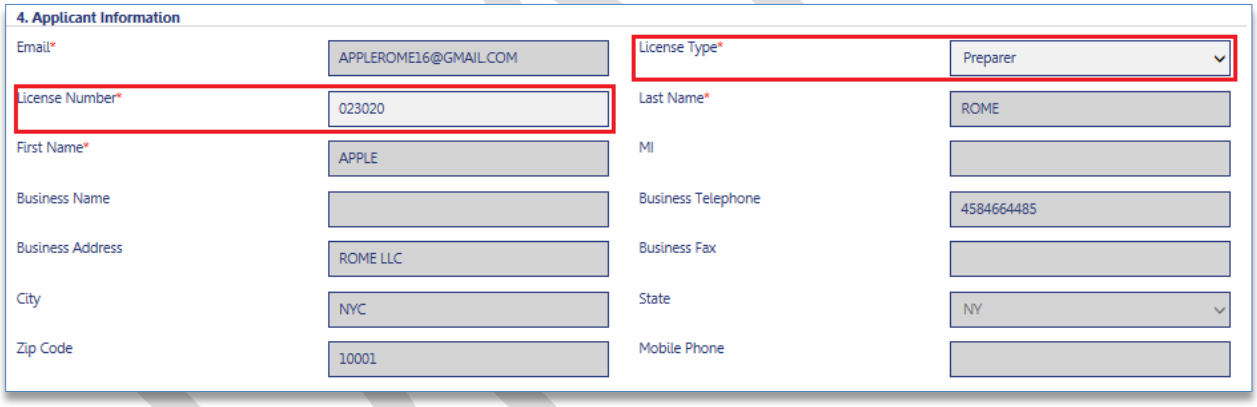
Section 3. Owner Information - HV

In Section 3. Owner Information, provide the associated owner information by entering the owner's email address registered with in eFiling.



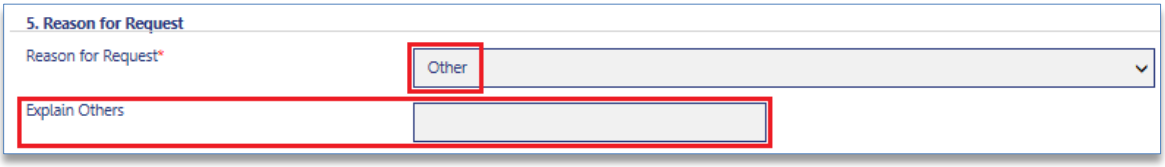
Section 4. Applicant Information - HV

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

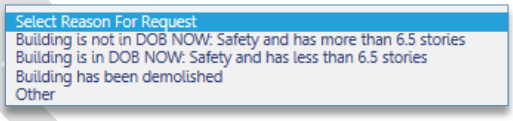


Section 5. Reason for Request - HV

In Section *5. Reason for Request*, select one of the following options:



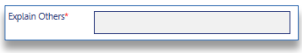
- Building is not in DOB NOW: *Safety* and has more than 6.5 stories
- Building is in DOB NOW: *Safety* and has less than 6.5 stories
- Building has been demolished
- Other (*if selected, the Explain Others required field shall be displayed*)



Section 6. Supporting Document Types - HV

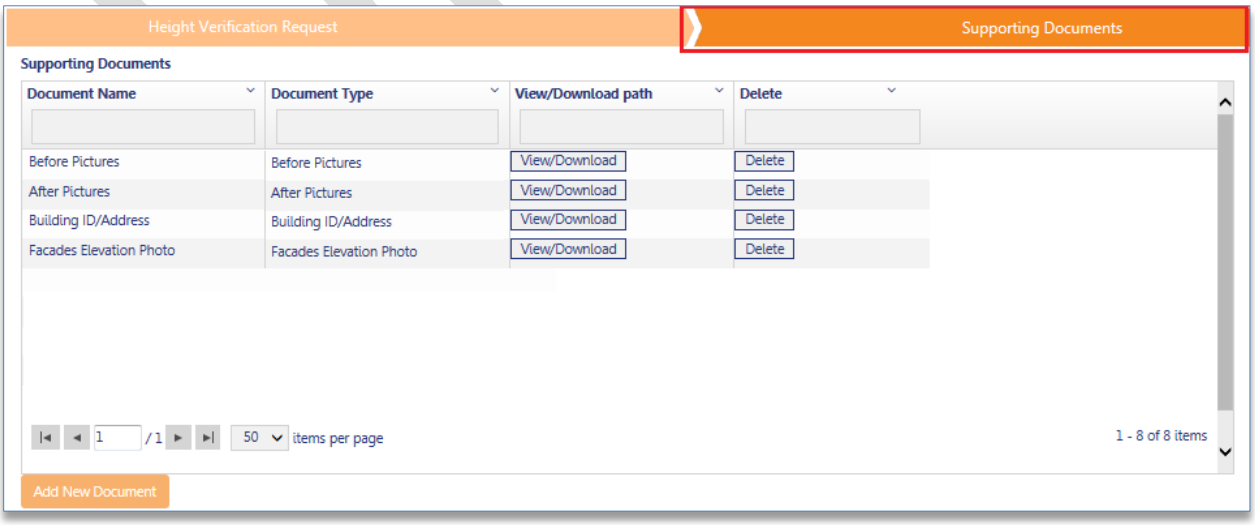
In Section *6. Supporting Document Types*, the QEWI shall select of any/all of the following:

- Photographs
- Property Profiles
- Demo Sign Off
- OTHER (*if selected, the Explain Others required field shall be displayed*)
- Permits



Supporting Documents

The Height Verification Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered.



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Filing the Height Verification Form

The QEWI can make a final review of the filing, make any necessary changes, confirm all documents have been uploaded, and then file the complete report by clicking the *File* button.

There are **no** fees associated with filing a Height Verification form.

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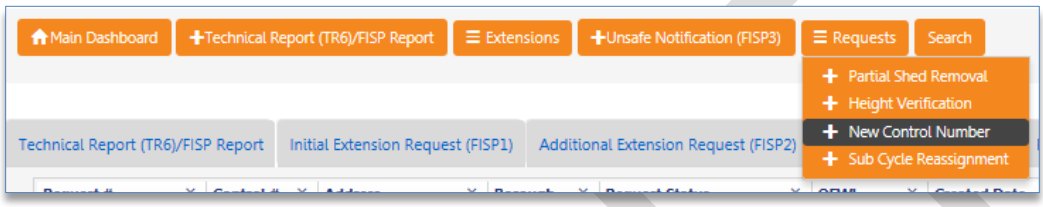
New Control Number Request

All Buildings that require a facades compliance filing are required to obtain a Control Number. The *Control Number Request* form enables a QEWI to create a request for a control number for a given building.

There are **no** fees associated with filing a New Control Number Request form.

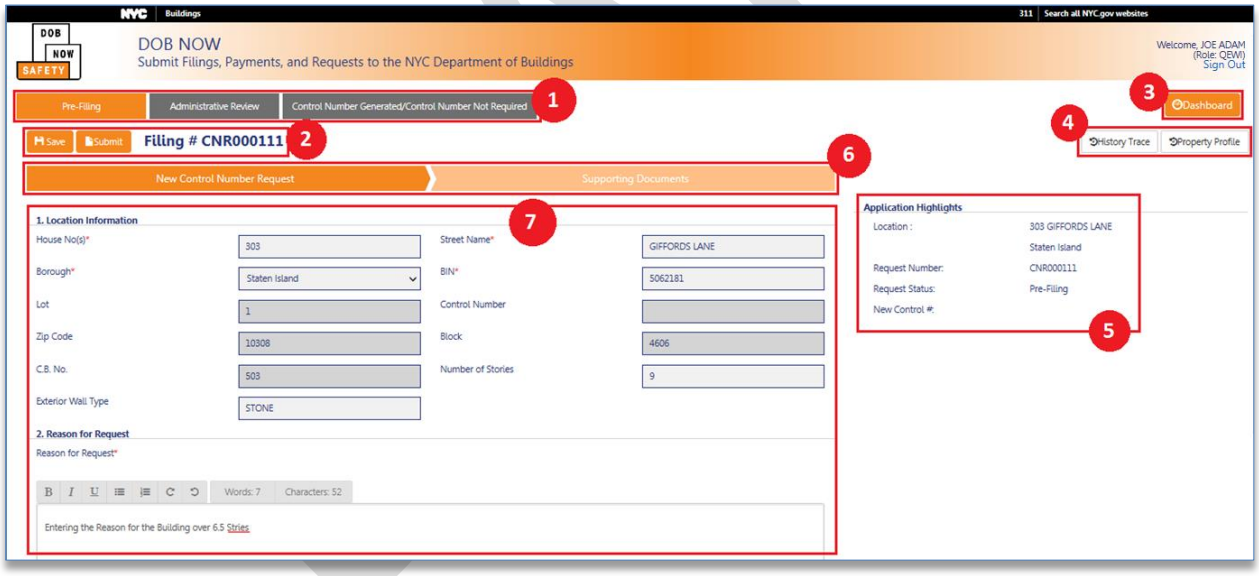
Control Number Request Access

To initiate a New Control Number request, click on the ***+New Control Number*** menu item from the requests drop down menu.



Report Form Orientation Control Number Request

The Control Number Request form will open.



1. The *ribbon* displaying filing progression status.
2. The *Save* and *Submit* buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.

6. Form progression; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **New Control Number Request → Supporting Documents**.
7. The Control Number Request form details.

Control Number Request Form

Once the Control Number Request filing has been saved for the first time, a Control Number Request Filing Number will be generated, beginning with CNR.

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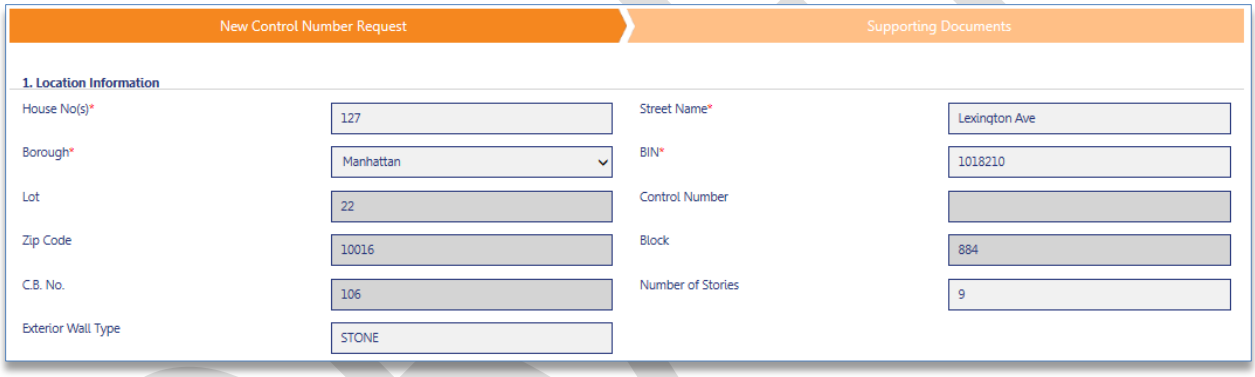
Section 1. Location Information

Enter the property address details in the following:

1. House Number
2. Street Name
3. Borough
4. BIN
5. Number of Stories
6. Exterior Wall Type

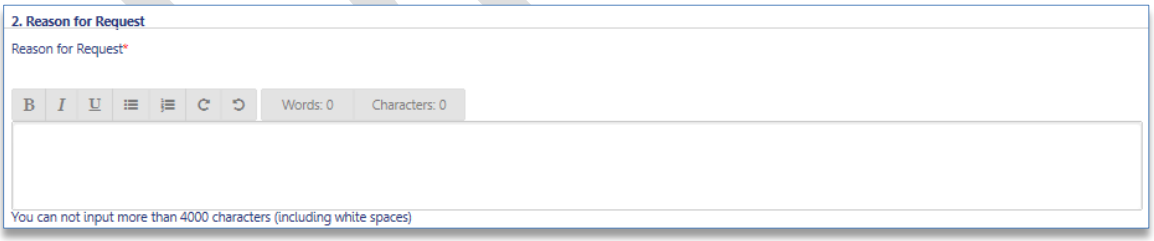
The following are read-only fields that will be populated once the address has been validated:

1. Lot
2. Control Number
3. Zip Code
4. Block
5. C.B. No.



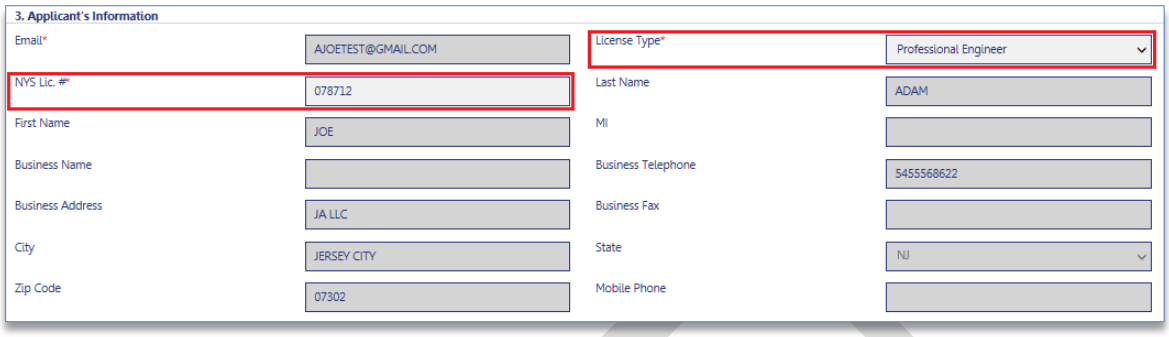
Section 2. Reason for Request

Enters the Reason for the Request in the following text box.



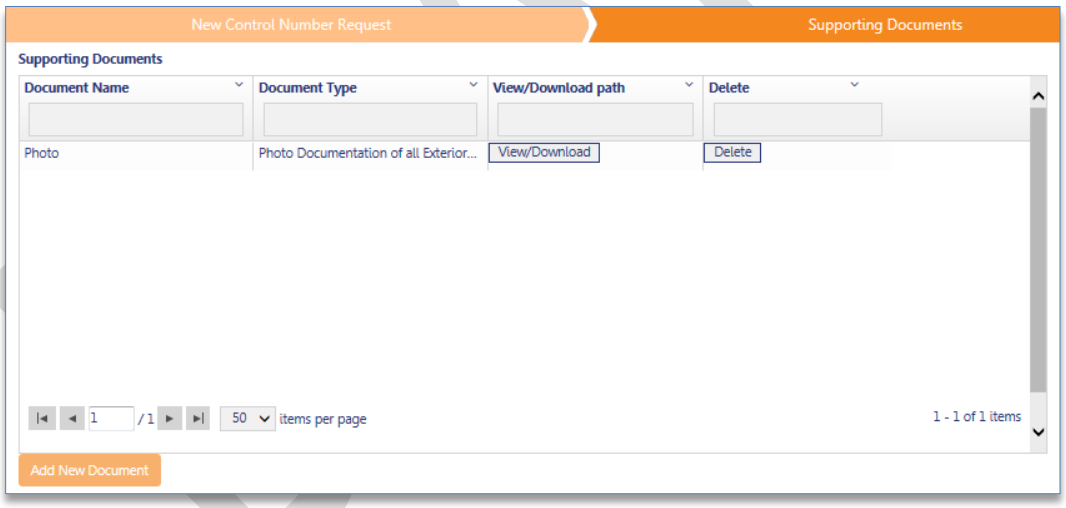
Section 3. Applicant Information

In Section 3., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.



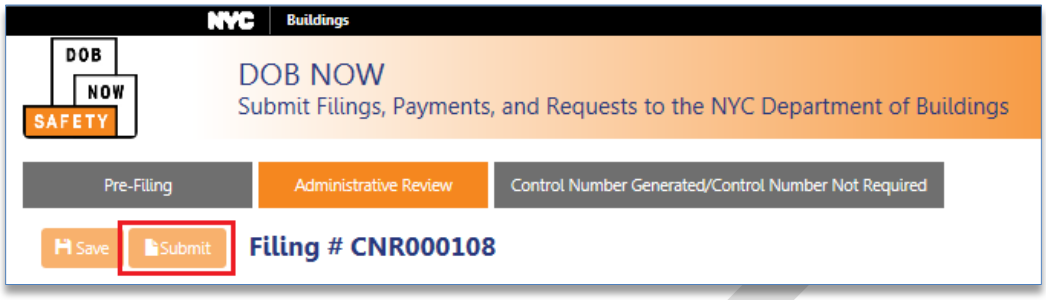
Supporting Documents

The Control Number Request requires a number of supporting documents to be uploaded, including the QEWI Seal and Signature. The documents required to be uploaded are pre-populated based on the information previously provided by the QEWI.



Form Submission

Click on the *Submit* button, to file the request.



There are **no** fees associated with filing a New Control Number Request form.

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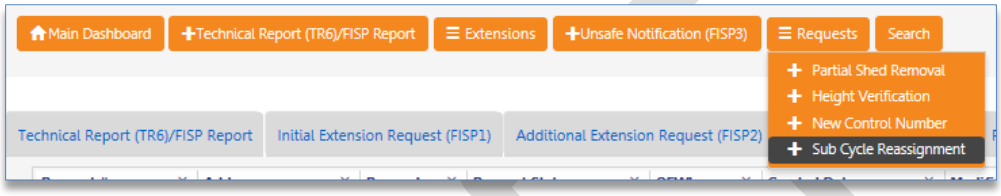
Sub Cycle Reassignment

A QEWI has the option to change the sub-cycle currently assigned to one or more contiguous zoning lots that are under a single ownership.

There are **no** fees associated with filing a Sub Cycle Reassignment Request form.

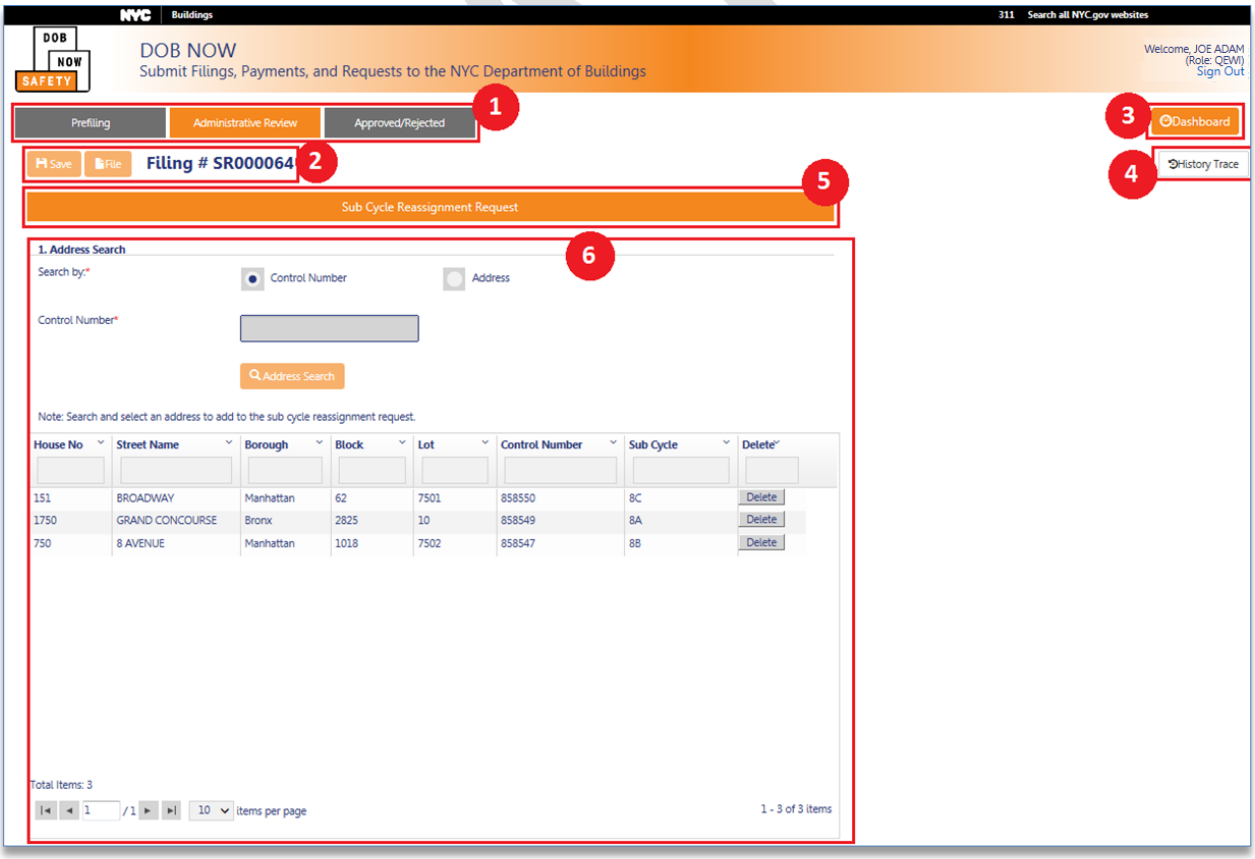
Sub Cycle Reassignment Request – Form

To initiate a Sub Cycle Reassignment request, click on the ***+Sub Cycle Reassignment*** menu item from the requests drop down menu.



Report Form Orientation Sub Cycle Request

The Sub Cycle Request form will open.



1. The *ribbon* displaying filing progression status.

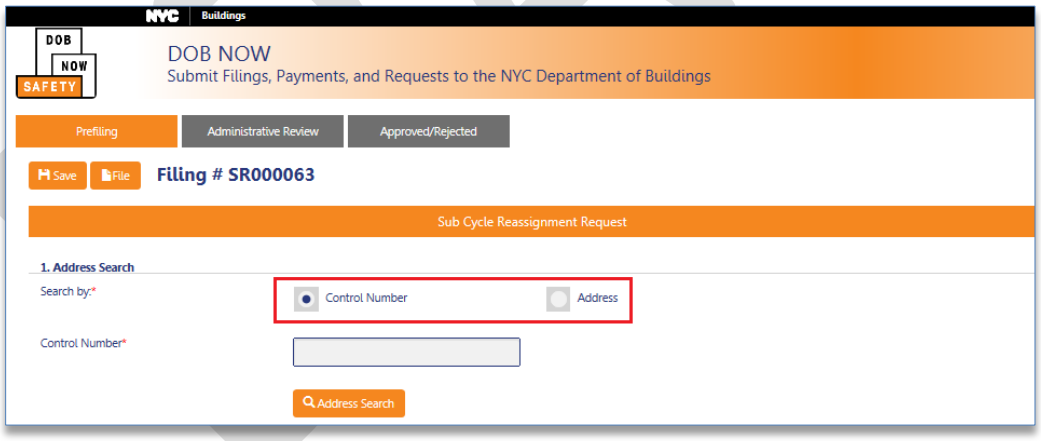
2. The *Save* and *File* buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing.
5. Form Name.
6. The Sub Cycle Request form details.

Sub Cycle Reassignment Form

Once the Sub Cycle Reassignment filing has been saved for the first time, a Sub Cycle Reassignment Filing Number will be generated, beginning with SR.

Section 1. Address Search

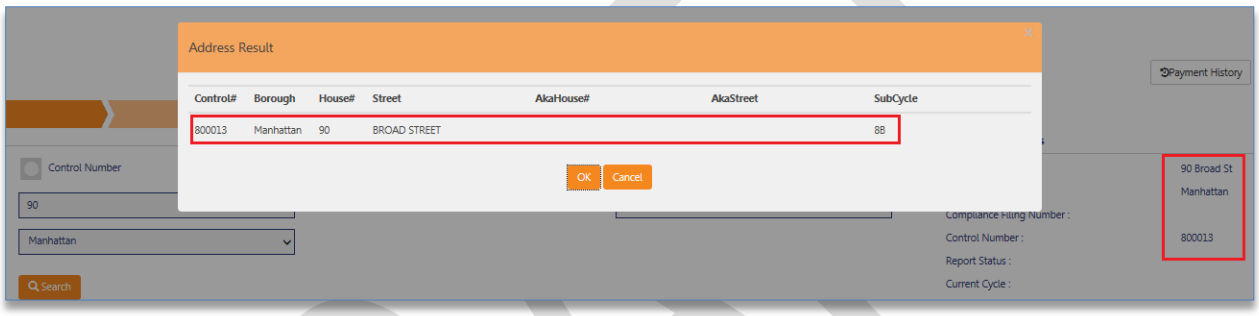
In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.



When a QEWI enters a Control Number, it will not matter if it is a previous cycle (*700013*), the QEWI will be provided a selection within the current cycle (*800013*), and its sub-cycle (*8B*).

Search by Address

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.



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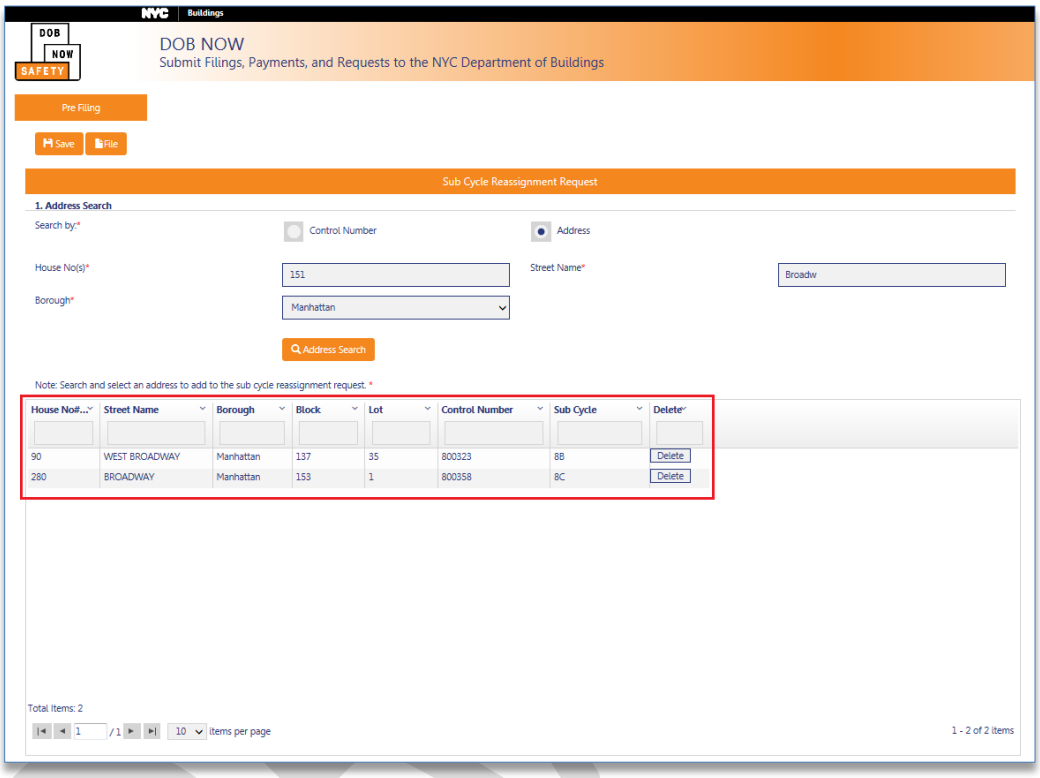
Section 1. Form

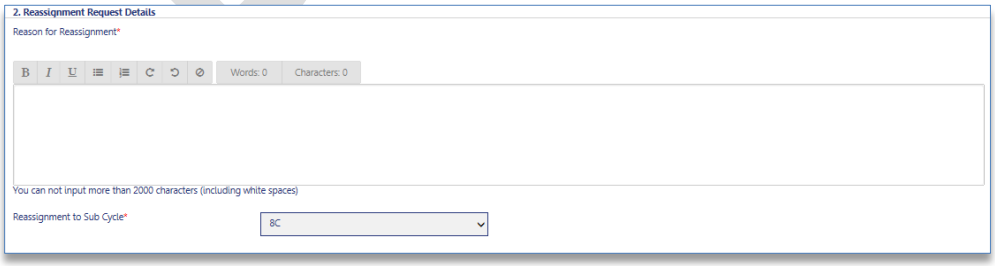
Once the QEWI selects the desired address and clicks the *OK* button, the address will be listed in the grid below. The QEWI can enter as many addresses as required where all the properties have one Owner.

If the QEWI wishes to remove an address before filing the request, the QEWI can click on the *Delete* button on the row that includes the address to be removed.



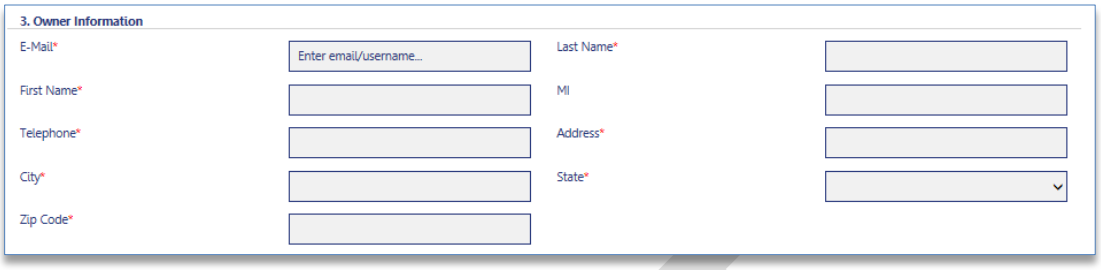
Section 2. Reassignment Request Details

In Section *2. Reassignment Request Details*, enter the *Reason for Reassignment* in the text box. Select the requested new sub cycle for the listed buildings from the dropdown menu.



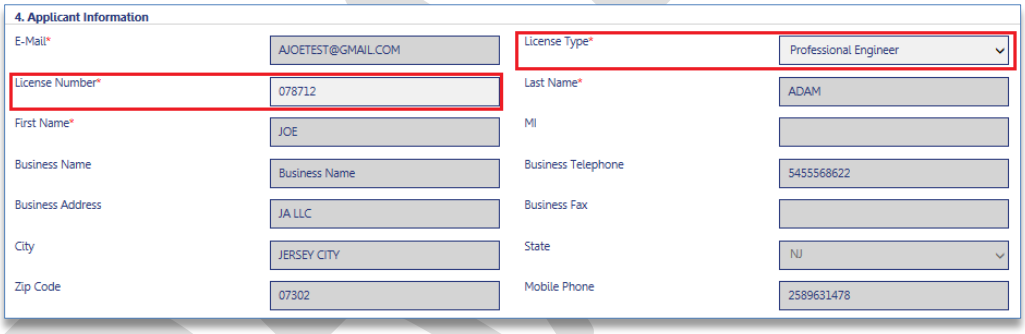
Section 3. Owner Information

In Section 3. Owner Information, provide the associated owner information by entering the owner's email address registered with in eFiling.



Section 4. Applicant Information

In Section 3., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.



Filing the Sub Cycle Reassignment Request Form

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP1 Report by clicking the *File* button.

There are **no** fees associated with filing a Sub Cycle Reassignment Request form.

Appendix

Work Type Acronyms

- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

Legal Acronyms

- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: New York State Department of Health
- NYS ECL: New York State Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice

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- ZR: Zoning Regulations

Permit Type Acronyms

- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

Building Type Acronyms

- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

Professional Acronyms

- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- Agency Director or Director (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional

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