

SERVICE NOTICE

Document Submission Enhancements in DOB NOW: *Build*

On June 7, 2022, a new Prior to Filing classification is being added for Required Documents in DOB NOW: *Build*.

Required Documents

To accommodate applicants who may not have a required document at the start of the filing process, the existing **Prior to Approval** classification is being modified to allow filings to be submitted for standard plan review without these documents. Documents that must always be included in the filing at the time of initial review will have a new classification of **Prior to Filing**.

- Standard Plan Examination Filings
 - **Prior to Filing** documents must be uploaded or waiver/deferral requested prior to filing.
 - **Prior to Approval** documents do not need to be uploaded prior to the initial review and may be uploaded later when the filing is in Objections status; however, plan examiners will not be able to approve the filing until the documents are accepted, waived or deferred to a later stage.
- Professional Certification Filings:
 - **Prior to Filing** and **Prior to Approval** documents must be uploaded or waiver/deferral requested prior to filing.

For information about when a specific document is required, refer to the **Prior To Stage** column in the [Waiver and Deferral Document Request List](#). This enhancement is not applicable to Electrical, Elevator or Limited Alteration Application filings.

Document Name	Document Status	Prior To	Upload	Action
DEP Stormwater Construction Permit	Required	Approval		Select Action:
DEP Stormwater Maintenance Permit/Notice of Termination	Required	LOC/CofO		Select Action:
DEP: Sewer Certification (Sanitary/Storm)	Required	Approval		Select Action:
DPL-1: Design Professional Seal & Signature	Required	Filing		Select Action:
Fee Exempt Supporting Document - DOF Property Tax Assessment Roll	Required	Filing		View Request Request Waiver Request Deferral
Local Law 92/94 of 2019 Sustainable Roof Zone ALT	Required	Approval		Select Action:
Plans/Sketch	Required	Filing		Select Action:
Plot Diagram	Required	Approval		Select Action:
Restrictive Declaration/Easement 1	Required	Approval		Select Action:
ZD1: DOB Zoning Diagram	Required	Approval		Select Action:

Additional Enhancements

- A Filing Representative/Preparer or Delegated Associate can now select **Request Waiver** or **Request Deferral**, not just the job applicant.
- Waiver/Deferral Requests can be selected ahead of the applicable stage (e.g. it is no longer necessary to wait until a PW2 has been started to Request Waiver on a document that is Prior to Permit Issuance). Request Waiver and Request Deferral are not available for every document, refer to the [Waiver and Deferral Document Request List](#).
- To facilitate tracking of non-standard Additional Supporting Documents, users will have the opportunity to name 'Other' documents.

Submit an inquiry at www.nyc.gov/dobhelp for additional assistance.