Department of Buildings:

eFiling Expansion for BIS Job Filings

Industry Training

updated as of:
June 8, 2020
Overview - eFiling Expansion For BIS Job Filings

This new process is designed to continue efforts to limit walk-in traffic to DOB offices. This training will cover the following:

- Reminders and Recent DOB Updates
- BIS Transaction Types and Changes
- eFiling Resources
Reminders & Recent DOB Updates

First, as a reminder:

• Today’s training is about BIS Jobs only
• DOB NOW job filing submissions and processing will stay the same
• DOB has recently instituted changes regarding drop offs and in-person interactions. Please review all DOB Service Notices
# BIS Transactions – Filing Processes Overview

Listed below are frequent BIS job transaction types, and the current and future submission process for each transaction.

<table>
<thead>
<tr>
<th>BIS Transaction Type</th>
<th>Current Submission Process</th>
<th>Submission Process Starting June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Filing</td>
<td>Partially in eFiling and partially in-person drop-off</td>
<td>eFiling – Hub Full-Service, Hub Self-Service and Development Hub channels</td>
</tr>
<tr>
<td>Subsequent Filings</td>
<td>In-person drop-off (except Development Hub jobs)</td>
<td>No change</td>
</tr>
<tr>
<td>Corrections</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
<tr>
<td>PAA</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
<tr>
<td>Submission of Other Required Items (post approval)</td>
<td>In-person drop-off</td>
<td>eFiling</td>
</tr>
</tbody>
</table>
BIS Transactions – Permit Processes Overview

Listed below are frequent BIS job transaction types, and the current and future submission process for each transaction.

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<th>BIS Transaction Type</th>
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<tbody>
<tr>
<td>Initial Permit</td>
<td>In-person drop-off</td>
<td>eFiling</td>
</tr>
<tr>
<td>Permit Renewal without Change</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
<tr>
<td>Permit Renewal with Change (including BINs with a work without permit/L2)</td>
<td>In-person drop-off</td>
<td>No change</td>
</tr>
</tbody>
</table>
BIS Transactions – Other Processes Overview

Listed below are frequent BIS job transaction types, and the current and future submission process for each transaction.

<table>
<thead>
<tr>
<th>BIS Transaction Type</th>
<th>Current Submission Process</th>
<th>Submission Process Starting June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal</td>
<td>In-person drop-off</td>
<td>eFiling</td>
</tr>
<tr>
<td>Supersede</td>
<td>In-person drop-off</td>
<td>eFiling</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>email PER11</td>
<td>No Change</td>
</tr>
<tr>
<td>Letter of Completion</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
<tr>
<td>First Time Occupancy</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
<tr>
<td>TCO Renewal</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
<tr>
<td>Final CO</td>
<td>eFiling</td>
<td>No Change</td>
</tr>
</tbody>
</table>
BIS Transactions – Initial Filings

All BIS initial job applications must be submitted in **eFiling**.

- Requirement started **Monday, June 1, 2020** for Alt2 & Alt3 jobs
- Requirement starts **Monday, June 8, 2020** for NB & Alt1 jobs

### eFiling Options

<table>
<thead>
<tr>
<th>Development Hub</th>
<th>Continues to be available for <em>major</em> NB and Alt-1 projects (standard plan only, pre-filing consultation required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hub Full-Service*</td>
<td>Standard Plan Examination or Self Certification of Objections for NB, Alt-1, Alt-2 and Alt-3 applications</td>
</tr>
<tr>
<td>Hub Self-Service*</td>
<td>Professionally Certified for NB, Alt-1, Alt-2 or Alt-3 applications</td>
</tr>
</tbody>
</table>

*Exceptions* - project types listed on the ‘Exceptions’ page may need to be processed via in-person drop-off at a borough office.
Development Hub – *major* NB and Alt-1

- Optional filing method for major NB and Alt-1 jobs.
- No changes in submission or review processes.
- Pre-filing consultation required.
- All reviews are standard plan only.
- Processing and reviews will continue to be performed by the Development Hub team.
BIS Transactions – Initial Filings – Hub Full Service

Standard Plan Exam & Self Certification of Objections – first reviews

• Upload all documents and forms required ‘prior to approval’ before submitting.
• After payment, applicant will click ‘Ready for Review’.
• Jobs will receive ‘D’ status after submission and will be reviewed by borough office.

Filing Documents (show help)
For all Hub Full-Service jobs, a full (2 page) completed AO51 is required with all required signatures and seals. Click here to download the required AO51
SELECT UPLOAD TYPE

Filing Fee (show help)
Amount Paid to Date: $130.00
Pay Now PRIOR TO APPROVAL FILING FEES FOR THIS JOB HAVE BEEN PAID.

Pending Files for Review (show help)
Reminder: You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the ‘Electronic Forms’ section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.

<table>
<thead>
<tr>
<th>No</th>
<th>Date Submitted</th>
<th>Document Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05/06/2020</td>
<td>Form - EF1 - EFILING JOB APPLICATION COVER SHEET</td>
<td>Remove</td>
</tr>
<tr>
<td>2</td>
<td>05/06/2020</td>
<td>Form - PW1 - PLAN / WORK APPROVAL APPLICATION</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>05/06/2020</td>
<td>Form - AO51 - APPLICANT OWNER SIGNATURE</td>
<td>Remove</td>
</tr>
<tr>
<td>4</td>
<td>05/06/2020</td>
<td>Plan - COMPLETE PLAN SET</td>
<td>Remove</td>
</tr>
</tbody>
</table>
BIS Transactions – Initial Filings  
– Hub Full Service

Standard Plan Exam & Self Certification of Objections – *disapprovals*

- If disapproved, electronically submit additional/revised documents, forms and other required items – use the ‘Filing Documents’ section.
- If an appointment is desired, schedule using the Appointments website.
- Click ‘Ready for Next Review’ to request department plan exam review and action.

![Request Department Action](image1)

![Filing Documents](image2)
Professional Certification – *first submissions*

- Upload all documents and forms required ‘prior to approval’ before submitting.
- After payment, applicant will click ‘Submit Application’.
- **NB, Alt1, Alt2 with Enlargements jobs** - will receive ‘D’ status after submission and will be reviewed for zoning only by borough office.
- **Alt2 without Enlargements, Alt3 jobs** - will receive ‘P’ status after submission.
Professional Certification – *resubmissions*

- If disapproved, electronically submit additional/revised documents, forms and other required items – use the ‘Filing Documents’ section.
- Click ‘Ready for Next Review’ to request department re-review and action.
BIS Transactions – Initial Filings
– Approved Plans

Downloading Approved Plans (Hub Full Service & Hub Self Service)

• Upon plan approval, a notification email will be sent to all parties on the PW1.
• The approved and stamped plans will be available in eFiling for 30 days (click on ‘Electronically Submit Documents’ then look under ‘Documents from DOB’ – see screen shot below).
### Initial eFiling Exceptions:

<table>
<thead>
<tr>
<th>Exceptions</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Demolition</td>
<td>1. Create and print the PW1 and EF1 in eFiling and then drop it off at a Borough Office with payment by check.</td>
</tr>
<tr>
<td>• Legalization</td>
<td>2. Use eFiling – Electronically Submit Documents to upload the plans and required documents.</td>
</tr>
<tr>
<td>• Subdivision</td>
<td></td>
</tr>
<tr>
<td>• No Work</td>
<td></td>
</tr>
<tr>
<td>• School Construction Authority (SCA)</td>
<td></td>
</tr>
<tr>
<td>• Builders Pavement Plan (BPP)</td>
<td>• if Standard Plan Examination (Hub Full-Service), submit in eFiling.</td>
</tr>
<tr>
<td></td>
<td>• if Professionally Certified (Hub Self-Service), create and print PW1 and EF1 in eFiling, then drop off at a borough office with payment by check.</td>
</tr>
</tbody>
</table>
**Initial eFiling Exceptions (continued):**

<table>
<thead>
<tr>
<th>Landmark Status Properties</th>
<th>if ‘L - Landmark’ as the Landmark Status on the BIS Property Profile page, submit in eFiling (applies to both Hub Full-Service or Hub Self-Service).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>if ‘C - Calendar’ as the Landmark Status on the BIS Property Profile page, create and print the PW1 and EF1 in eFiling, then drop off at a borough office with payment by check.</td>
</tr>
</tbody>
</table>
Subsequent Filings

• Development Hub:
  – No changes – continues to be online via eFiling.

• Hub Self Service (Professionally Certified) – Alt2 without Enlargements, Alt3:
  – Subsequents are not permitted as these jobs automatically go to ‘P’ status after submission.

• All Others:
  – Will continue to be in-person via drop-off.
  – Subsequent filings can only be submitted if the Initial filing has not yet reached ‘P’ (Approved) status.
BIS Transactions – Corrections (Pre Approval)

Corrections – D or J status only

• Process to submit ‘Correction’ for BIS filings must be via eFiling.

• To submit a Correction, applicant must upload a color scanned copy of the PW1. Applicant must highlight the change that is being made to an existing doc number (initial, subsequent or PAA).

• Submitting a correction will not create new doc number.

**Filing Documents (show help)**

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Form Name:
PW1 PLAN / WORK APPROVAL APPLICATION

*Select Filing Type:
○ Correction ○ New PAA ○ Withdrawal

*Select BIS Job Doc Number:
PICK A DOC NUMBER

The changes being made must be **highlighted** on the PW1 form or upload a **color** scanned copy with the changes highlighted.

*Select File to Upload: (PDF format only. Maximum size limit: 10MB)

Choose File: No file chosen
Submit File
BIS Transactions – PAA (Standard Plan & Self Certification of Objections)

PAA for Standard Plan and Self Certification of Objections jobs

- Applicant uploads to eFiling a completed and color scanned copy of a PW1 form, highlighting the changes that are being made to an existing doc number (initial, subsequent). Select New PAA option (see screenshot).

- Applicant uploads other required documents for PAA via eFiling.
- Once the PAA doc number is in G status – PAA Fee Due, the fees are paid in eFiling using the Express Cashier Payments module.
- After the payment is processed, the applicant must schedule a plan exam appointment for Approval of PAA*.

*The Approval of PAA filing type option is only available in Hub Self-Service (see next slide)
BIS Transactions – PAA (Professional Certification)

PAA for Professional Certification jobs

- Applicant uploads to eFiling a completed and color scanned copy of a PW1 form, highlighting the changes that are being made to an existing doc number (initial, subsequent). Select New PAA option (see screenshot).
- Applicant uploads other required documents for PAA via eFiling.
- Once the PAA doc number is in G status – PAA Fee Due, the fees are paid in eFiling using the Express Cashier Payments module.
- Applicant uploads to eFiling a completed PW1 form that is marked Okay for Approval. Select Approval for PAA option (see screenshot).
BIS Transactions – Submission of Other Required Items (Post Job Approval)

Submission of Other Forms and Required Items (Post Job Approval)

- Process to submit ‘Forms and Required items’ for BIS filings after approval must be via ‘eFiling – Electronically Submit Documents’

![Filing Documents](image-url)
BIS Transactions – Permit Issuance

Initial Permit

- Applicant must pay ‘Record Management Fees’ and ‘Remaining Filing Fee’ balances via eFiling – Express Cashier Payments prior to submitting the PW2.
- Applicant must upload a completed PW2 form via eFiling. Select ‘Initial Permit’ option (see screenshot below).
- Applicant must upload any additional outstanding required items/documents via eFiling.
- If the property has a WWP violation, applicant must file an L2 after the permit receives ‘In Process’ status (see screenshot below).
  - L2 submissions are now in the DOB NOW BIS portal, select +L2 Request and enter the BIS job and document.
BIS Transactions – Permit Renewal

Permit Renewal

• Permit Renewals *With Change* (including permits that require an L2)
  — Will continue to be dropped off at a borough office.
  — If the property has a WWP violation, applicant must file a L2 *after* the permit receives ‘*In Process*’ status (see screen shot below).

  ![Permit History Screen Shot](image)

  ▪ Submit the L2 in the DOB NOW BIS portal, select +L2 Request and enter the BIS job and document numbers.

• Permit Renewals *Without Change*
  — Must be submitted via eFiling – Renew Permits.
Withdrawal Applications

• Withdrawal requests for BIS jobs must be submitted via eFiling – Withdrawal.

Supersede Applications

• Applicant must upload completed PW1 form via eFiling. Select ‘New PAA’ option.
• Applicant must upload other required documents for Supersede PAA via eFiling.
• After Supersede is entered, pay $100 using PAA fees option.
Reinstatement Applications

- Requests for reinstatement of BIS jobs must be emailed to the below email address for the borough in which the property is located. Requests will no longer be accepted in-person.

  - BrooklynPER11PlanExam@buildings.nyc.gov
  - BronxPER11PlanExam@buildings.nyc.gov
  - ManhPER11PlanExam@buildings.nyc.gov
  - QueensPER11PlanExam@buildings.nyc.gov
  - StatenIslandPER11PlanExam@buildings.nyc.gov
BIS Transactions – LOC, CO & TCO

Letter of Completion (LOC) submissions:
- LOC requests for BIS jobs must be submitted via eFiling (see below screen shot). Applicant must upload a completed PW7.
- Applicant must upload other required documents for LOC issuance via eFiling.

CO Request submissions:
- First Time Occupancy, TCO Renewal and Final CO for BIS jobs must be via eFiling. Applicant must upload a completed PW7.
- Applicant must upload other required documents for LOC issuance via eFiling.
- TCO Renewal fees must be paid online via eFiling – Express Cashier Payments.
eFiling Resources

User Guides & FAQs:
[eFiling Training](#)

Access the Help Form:
[www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

Please Read All Service Notices:
[Service Notices](#)