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SEPTEMBER 2011
1 About This Document

This document instructs users on how to use the various components of eFiling, including:

- How to register for an eFiling account
- How to perform self-service for an eFiling account
- How to renew the select permit applications allowed by the system
- How to file electrical permit applications
- How to complete a PW-1 by answering interview style questions

2 About eFiling

As part of the Department’s continuous efforts to make its processes efficient and transparent, the internet is increasingly being used as tool. eFiling allows customers to process select permit applications on the web, saving time and money by eliminating the need to wait in line and exuberant mails costs.

eFiling is set up currently to:

- Renew No-change Permits (See Section 4)
- Apply for Electrical Permit (See Section 5)
- Fill out PW-1 Applications (See Section 6)

Join the other thousands of people who have registered and taken advantage of eFiling and register today!

Your feedback is important to us, especially as we are continuously looking for new ideas on how to make it easier for you to do business with us. You can contact the eFiling team at the Department of Buildings using the “Help” button that appears in the upper right hand corner of any eFiling page.

Thank you for your interest in eFiling!

Key Players:

Licensed Professionals and General Contractors: Only Licensed Trades people, Registered Architects, Professional Engineers may file a PW-1 with the Department of Buildings.

Preparers: Any person who registers for eFiling is capable of preparing an online PW-1; however, all applications must have a licensed seal when submitted to the borough office.

Homeowners: On a number of occasions the license professional must get the owners signature to sign off the job.
2.1 Registration

Customer logs onto eFiling to register

Visit the “Applications & Permits” section of our website, www.nyc.gov/buildings and click on “eFiling”

Customer goes to registration page for eFiling

To better serve you, we’ve launched our new eFiling system for virtually all construction job application filings. Our user-friendly, interview-style process assists applicants in preparing our newly-revised PW-1, Schedule A and Schedule B forms online for initial and subsequent filings. Because of this system upgrade, the PC Filing system is no longer available. Click here to use the new system to file your application, and view the fact sheet (41 kb) for more information.

The Department of Buildings launched the pilot program providing customers the option to renew select no-change permit renewals online on February 22, 2005. Building on the success of that pilot, the Department is expanding its online service offerings, known as “eFiling”. This program has two components: Registration and eFiling. Want to know more? Check out the eFiling Frequently Asked Questions.

Step 1: Register
To create an eFiling account you must have an active email account. Enter e-mail address and create a password that will be used for logging into eFiling.

<table>
<thead>
<tr>
<th>Email Address (*)</th>
<th><a href="mailto:sat@buildings.nyc.gov">sat@buildings.nyc.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Enter Email Address (*)</td>
<td><a href="mailto:sat@buildings.nyc.gov">sat@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Password (*)</td>
<td>****</td>
</tr>
<tr>
<td>Verify Password (*)</td>
<td>****</td>
</tr>
</tbody>
</table>

**USER ACCOUNT INFORMATION**
- **First Name:** Shobhna
- **Middle Initial:** C
- **Last Name:** Tindwani
- **Contact Address:** 280 Broadway
- **Apt #:**
- **City:** NEW YORK
- **State:** NY
- **Zip:** 10007
- **Contact Phone:** 222 333 4444
- **Mobile Phone:** 222 555 6666

**Step 2: Preparers (including Architects, Engineers and Expertisers)**

If you are registering to electronically prepare Construction Job applications or Electrical Permit applications please enter your business name below:

| Business Name | New York Pvt Ltd |

If you are registering as a PERA, expediter or to prepare PW-1 applications only, you do not need to complete step 3 so please click submit now.

If you are a preparer:-
- You must enter all required information in Step 1 & Step 2 & then Click “Submit” Button.
- A registered Preparer has authorization to create new applications online, but can not submit the application.
- The Preparer can send the prepared application to an EFiled registered Licensee for review and submittal.
If you are a licensee Or
General Contractor:-
You must enter all
required information in
Step 1 & Step 3 & then
Click “Submit” Button.

Note: In Step 3 - Enter At
least one License or
Tracking number to be
associated with this
account.

Preparer – if the
application was filed
correctly, the preparer
will receive notification
of a successful
registration after they
click the “Submit”
button.

Licensee – will receive
this page after they click
the “Submit” button, if
the application was filed
correctly.

If you are a licensee,
DOB will review the
application and notify
the applicant of account
activation or if any
problems were found
when registering.
Read the “Statement of Agreement” and fill out all required information.

If you are a General Contractor, be sure to Notarize the application.

If you are a licensee, include the seal.
A licensee will receive an email confirming that your eFiling account has been registered.

Note: A Preparer will not get this email!

Note: You may set up separate accounts with different e-mails, but must go through the registration process for each account.
3 Self-service Account Maintenance

**Step 1: Register**

Customers must register to use eFiling. Anyone who has a valid and active general contractor tracking number or license number with the Department of Buildings is eligible for an eFiling account. You must provide your license and/or contractor information and submit it to the Department of Buildings for activation. Simply fill out the registration form online, print it, and then send it to us with the appropriate signatures and seals for review. You will be notified of your activation status via email. There is also an [eFiling User Guide](#) (2,979 kb) on the registration process.

Individuals who are not a licensee or general contractor may register online as a “Preparer”. As eFiling expands to other areas, Preparers will be able to create applications online and send them to licensees or contractors for submittal. For more preparer information, see [eFiling User Guide](#) (2,979 kb).

**Step 2: eFile Login**

There are two ways to log-in into the eFiling System: by visiting the Application and Permits section of our website or by clicking on the eFiling link on the home page.

Enter the Email Address & Password and hit Login Button

NYC Buildings eFiling Login

Please read the eFiling User Guide and the Frequently Asked Questions.

<table>
<thead>
<tr>
<th>Email Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
</tr>
</tbody>
</table>

Forgot your password? [Click here](#) to reset it

**LOGIN**

Need an account? [Click here](#) to register!

**eFiling Expands to Construction Job Applications**

To better serve you, we’ve launched our new eFiling system for virtually all construction job application filings. Our user-friendly, interview-style process assists applicants in preparing our newly-revised PW-1, Schedule A and Schedule B forms online for initial and subsequent filings. Because of this system upgrade, the PC Filing system is no longer available. [Click here](#) to view the fact sheet (41 kb) for more information.
3.1 Adding a License Number

To add a license number to an existing account, you must go into “Manage Account”.

Enter applicant contact information, including the additional License Number. Be sure to add the Business name and submit the application.

If you are a General Contractor, be sure to notarize the application.

If you are a licensee, include the seal.
3.2 Changing Email address Information

Once logged into the eFiling system, to change your email, insert the new address and click the “Change Email Address” button.

The “EMAIL UPDATED” Message will appear on the top of the screen.

3.3 Changing Password Information

Once logged into the eFiling system, to change your password, enter the old password and enter what you would like to have as your new password.

The REQUEST PROCESSED Message will appear on the top of the screen.
3.4 Forgot your Password

The eFiling system is set up to assist you should you forget your password. Click on the “Forgot your password?” link on the login screen.

Enter your email address and a new password will be sent to your email account.
4 Permit eRenewal

Once logged into the eFiling System, enter the job number and click on the “Lookup related permits” button.

Select the Permit that you want to Renew.

This step only appears for those who have more than one business associated with the license number on the permit.

If you have a number of businesses, you must select one.
Information for a selected permit is presented on screen for approval. It is important to review the information, including the expiration date.

Select one of the “Applicant Statement:” options and click “Yes”
To make a payment by credit cards fill out all required information.

Once completed, continue to the next step by pressing continue.

Upon pressing “submit” your payment will be submitted and the permit issued.

A confirmation email will be sent to the address registered in the eFiling system.
To print the permit, visit the BISWeb system and enter the permit number received.

Click on the link for a printable version of the permit on BIS.
5 Electrical Permit Application

5.1 New Application

Once logged-in to the eFiling system, select the "Begin New Electrical Application".

Select the Category of Work from the drop down menu.
Depending on the category of work selected, the user may input either an address or an existing violation. Select either “File New Application” or “Remove Violation”.

For a New Building or Rehabilitation, the input criteria can be either Address or Violation.

For Minor Work, the input criteria can only be Address.

To enter address, select “File New Application” and enter the information, it will be verified as a valid address by the GEO system.

NOTE: For Non-Building addresses such as Bus Shelter, Telephone Booth, Newsstand, Street Lighting, Temp Construction, Sub Station, etc. it will not be supported by eFiling.

After filling out either the address information or the violation information, click on the “next” button.
Upon validation of address and/or violation information, the user will be presented with a partially completed application.

Fill out the remaining fields on the application.

To continue processing the application, click on the ‘preview’ button.

Note: If you want to save the application and come back to it later, click on the “save draft” button.

The system will run a series of edit checks to ensure that the application has been completed.

If there are any errors on the application, they will be listed at the top of the page.

Click on the error message to be taken to the field on the application. If a field is missing information or has incorrect information, it will be highlighted in red.
When you have corrected the information, click on the “Click to Clear” link.

Once all fields have been corrected, a preview of the document will be automatically generated.

Note: If you do not click on the “Click to Clear” links, you may instead click on the “Preview” button once all errors are corrected.
If all errors have been corrected, a preview of the application will be displayed.

The fee totals will appear at the bottom of the ‘Preview’ page.

Note: You will only be charged for the filing fee as part of eFiling.

A Preparer – will see two options at the bottom of the preview screen :-
1) “Continue Editing” &
2) “Send To Other EFiling User”

A Licensee – will see three options at the bottom of the preview screen :-
1) “Continue Editing” &
2) “Send To Other EFiling User”
3) “Send To The Other EFiling User”
After clicking on the “Continue eFiling This Application” button, the Signature and Seal page will appear.

Read the agreement and enter the eFiling e-mail address and password (the same one used to log onto eFiling)

Click on the box to apply the electronic seal.

The electronic seal will appear.

Click on the “Submit this Signed & Sealed Application” button to proceed to the payment screen.

Note: Only a licensee can sign, seal, and submit an application.
To make payment by credit cards you will be asked to fill out the following credit card information.

Once all required information is filled in, continue to the next step by pressing continue.

Order confirmation information will appear.

In order to finalize the payment, read the agreement at the bottom of the page, check the certification box and then click on the “continue” button.
After reviewing, press "submit" and your payment will be submitted and permit issued.

A confirmation email will be sent to the address registered in the eFiling system.

Once completed, The “Receipt For Electrical Application” Page will be displayed.

Click on “View Image of Application” to see the saved application.

Click on “Print Electrical Permit” to view and print the permit.
The image of the application will be displayed after clicking on the "View Image of Application" link in the receipt screen.
The image of the permit will be displayed after clicking on the “Print Electrical Permit” link in the receipt screen.

You can also log-in to the BISWeb system and download a printable version from the Property Profile Page of BISWeb.

5.2 Managing Applications

All eFiling users have a “Manage Applications” screen. This screen is similar to an e-mail box, in which a user can see saved applications, sent applications, received applications, and submitted applications.

Upon logging into eFiling. Click on the “Manage Electrical Applications” button.
The Manage Applications screen will appear. There are four sections to the screen:

- **Saved Applications:** Drafts of applications that you have saved
- **Received Applications:** Applications that have been sent to you by another eFiling user
- **Submitted Applications:** Applications that have been finalized, paid for, and submitted to DOB (only licensees will be able to have submitted applications)
- **Sent Applications:** Applications that you have sent to another eFiling user

Note: Click on the “View All” buttons to see the entire list of applications in each section.
Manage Applications: Saved Applications and Received Applications Sections

In both the “Saved Applications and Received Applications” sections there are the following fields:

- **Address**: Address where the work is to be performed
- **Category**: The category of work selected for the application
- **LAST SAVED**: When the application was last saved/Received.

The “Saved Applications” section also has the following column:

- **Filing Status**: Status of the application
- **DOB REF #**: Reference # from DOB

The Action links are as follows:

- **Edit**: Click on this to edit the application
- **Delete**: Click on this to delete this application from your account
- **“Lock” Icon**: Signifies that payment has been initiated.

Note: “Received Applications” are those applications that have been sent to you by another eFiling user.
If the user clicks on the “Edit” link when the record is “locked” (because payment has been initiated), a continue screen will appear.

To proceed with eFiling, click on the “Preview Completed Application” button.

The preview screen will appear. Please see section 5.1 “New Application” on how to complete the eFiling process.

Note: If you click on the “Edit Anyway” button, validation checks must be run again.

Manage Applications: Submitted Applications Section

The “Submitted Applications” section lists all applications that have been successfully submitted via eFiling to DOB.

Click on “Receipt” to view a receipt of the transaction.

Click on “View PDF” to see an image of the application.
The receipt page shows a summary of the transaction.

Click on “View Image of Application Link” to view an image of the application (see below).

Click on Print Permit to print the electrical work permit (if applicable).

Click on “Manage Electrical Applications” to return to that screen.

The image of the application can be accessed from the “View Image of Application” link in the receipt screen, OR by clicking on the “View PDF” link in the “Submitted Applications” section.
The “Sent Applications” section lists all applications that you have sent to another eFiling user.

- To: The person to whom the application was sent
- Address: Address where the work is to be performed
- Category: The category of work selected for the application
- Filing Status: Status of the application.
- Last Saved: Date and time that the applications were last saved

Note: If the recipient later sends the application back to you or deletes it, it will be removed from this list.
5.3 Preparing an Application

Registered users may prepare an application for another eFiling user. Users who do this are known as “Preparers”. A preparer can begin a new application and obtain owner authorization. However, a Preparer can NOT sign, seal, or submit the application to DOB.

For instructions on how to begin a new application, how to manage applications, and how to obtain owner authorization, please see sections 5.1 and 5.2. To prepare an application, log-into the eFiling system.

A Preparer will have one of two options:

Click on “Begin New Electrical Application” from scratch

Click on “Manage Electrical Applications” to work on a saved draft or to view applications sent by another eFiling user.

When a Preparer completes the application, and it has passed all validation steps in the preview page, a “Continue Editing” & a “Send to Other eFiling User” button will appear at the bottom of the preview page.

Note: This application must be sent to a licensee for review and completion.
5.4 Requesting an Amendment

Registered licensed electricians may use eFiling to request an amendment to an application that has already been submitted, and for which a permit has already been issued.

To make an amendment, login to the eFiling system and enter the application which needs to be altered.
The application will be retrieved and fields that can be modified will be open for editing.

Note: You will not be able to change the licensee on record OR the completion date through eFiling.

The edited fields will be highlighted after making the change.
Once all amendments have been made, review the application by preview – the original value(s) should be crossed out, and the requested amendments will be highlighted.

Click on the “Request Amendment” button at the bottom of the screen to complete the process.

You will receive “REQUEST FOR AMENDMENT SENT” message after successfully completing the Request Amendment.
On the “Welcome to NYC Buildings eFiling” page, Prepare Job Applications is the first set of options presented. Click “Begin New Job Application” to start preparing an application for the first time.

See 6.1 for “Manage Job Applications” and 6.2 for “Manage Address Book”

New Interview style application:

The information that appears is dictated by the answers you provide which means it is all relevant to the specific job filing.

New easy-to-use navigation that allows the applicant to go from one section to another seamlessly.
Help sections are found throughout the document to assist the applicant in filing the PW-1 and answering the question accordingly.

The information provided is verified with the Building Information System.

Incomplete or incorrect pages are highlighted red to easily identify where corrections are needed.

In addition to the navigation turning red, the specific field where a correction is required will be identified by turning red.
Upon completion, the system will populate a PDF of completed forms containing the information that you provided during the eFiling process. This packet is printable from any standard printer.

**Click “Continue Button” to view the PDF.**

Once your print the PDF file, the forms must be signed and sealed as if they are manually completed.

Put the signed paperwork together with all other filing requirements and submit in-person to the borough office. At the borough office the Department staff will be able to quickly bring the information stored in eFiling over to BIS, significantly reducing the amount of time it takes for Application Processing to process your application.
6.1 Manage Job Applications

eFiling saves applications you are working on. The “Saved Applications” list shows you the most recent applications you have worked on.

To see all your applications click “View All”.

The most recent applications you prepared that were submitted to the Department and accepted, appear in the “Applications Submitted to DOB” section. You can also copy or send a copy of an application you are working on to another eFiling user.

The most recent copies of applications you received in your account from other eFiling users appear in the “Received Applications” section until you edit them. Once you edit them, they will move to the “Saved Applications” section.
6.2 Address Book

On the “Welcome to NYC Buildings eFiling” page Click “Manage Address Book” button to Add/Edit/Delete your contacts.

The enhanced system allows you to manage multiple projects and keep your contact information organized.

You can also set an Applicant as Default through your address book.
Also you can open your address Book and add the newly added/edited contacts directly from the application.
7 After Hours Variance (AHV) Permit Renewal

7.1 Submitting an AHV Renewal Request and Printing a Permit

**After Hour Variance Permit Renewal**

To renew a permit, please enter the job number and AHV reference number below and click on the “Lookup Related Permits” button.

<table>
<thead>
<tr>
<th>Job Number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AHV Reference Number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Lookup Related Permits]</td>
</tr>
</tbody>
</table>

**After Hours Variance - No Change Renewal Application**

<table>
<thead>
<tr>
<th>Premises: 100 BROADWAY 1</th>
<th>Bldg: 1001024 Block: 00046 Lot: 0003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Number: E27112709</td>
<td>e-Renewed Based On: 06235013</td>
</tr>
</tbody>
</table>

**Job Information**

- Work on Residence: Yes
- CB No: 101
- Description of Work: Construction on ______

**Applicant**

- Applicant Name: TIM HANCO
- Business Name: AHV/THANKS
- Business Phone: 2122222222
- Business Fax/Csole:
- Business Address: 123 ANY STREET NEW YORK NY 10006

**After Hours Variance Dates and Times**

Select first date: 03/02/2011 03/03/2011 03/04/2011

Request new dates to continue variance below. Note: maximum of 14 days (including 4 weekends days) may be request.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday 00:00 PM to 11:00 PM</th>
<th>Tuesday 9:00 AM to 12:00 PM</th>
<th>Wednesday 2:00 PM to 4:00 PM</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/02/2011</td>
<td>03/03/2011</td>
<td>03/04/2011</td>
<td>03/05/2011</td>
<td>03/04/2011</td>
<td>03/05/2011</td>
</tr>
<tr>
<td>03/04/2011</td>
<td>03/05/2011</td>
<td>03/06/2011</td>
<td>03/07/2011</td>
<td>03/08/2011</td>
<td>03/09/2011</td>
<td>03/10/2011</td>
</tr>
</tbody>
</table>

Enter the Job Number and After Hours Variance (AHV) Reference Number, and click on “Lookup Related Permits.”

Confirm that all information is accurate. The displayed information is taken directly from the initially approved AHV.

In the “After Hours Variance Dates and Times” section, select the first after hours work date. Note: This date cannot be more than a week away from the current date.

Once the first date is selected, the system will allow selection of all other authorized dates. Check off all requested dates then click “Preview.”

Note: You may request up to a maximum of 14 consecutive days in any one AHV application. Any dates outside of this range must be submitted under a separate AHV application.
Review the information in the preview page. To revise the date(s) and time(s), click on “Edit.”

Note: The AHV Reference Number (REF NBR) of this renewal request is shown at the top of the page. This number identifies the AHV application.

The required fees are displayed at the bottom of the page. Note: Fees are assessed based on calendar day (12:00AM to 11:59PM).

For the fee schedule, click here.

Click on “Submit” to proceed to the payment screen.

You will be asked to fill out the following credit card information.

Once all required information is filled in, continue to the next step by pressing “Continue.”

Order confirmation information will appear on the next page.
In order to finalize the payment, read the agreement at the bottom of the page, check the certification box and then click on the “Continue” button.

Click on “Submit” and your payment will be submitted.

Thank you for submitting your transaction!

Please wait for your confirmation to appear for your records.

This process may take up to 90 seconds...

Do not click Back or Stop buttons while the system is processing, this may cause your credit card to be charged twice!
Once the payment is processed, the AHV receipt will display on the following page.

To print the AHV permit, click on the “Print After Hours Variance Permit” link.
7.2 Looking up an AHV Information and Permit on BISWeb

Go to BISWeb and enter the job number.

Click on the “After Hours Variance Permits” link.

Click on the Reference Number that matches your AHV Reference Number.
Click on the link for a printable version of the permit.
8 Limited Alteration Applications (LAA)

8.1 Submitting an LAA Job Application

To create an LAA online, select the “Begin New LAA Application” button.

Enter a User Ref ID to locate this application at a future time. Select the radio button to indicate the appropriate License Type, and click Next.

Once the License Type has been selected, the business names registered for the Licensee become available for selection. Select the radio button to indicate the business name to be associated with this application, and click Next.
Provide the information requested in the fields available for all sections, Job Location, Additional Information, and Description of Work. NOTE: Those marked with a red asterisks (*) are required.

NOTE: LAA Applications for Legalization cannot be submitted thru e-Filing at this time. You MUST be able to answer “NO” for Legalization to proceed with the application.

Click “Save Draft” to save your application and continue working, or click “Preview” to display the completed application.
Review the information in the preview page. To revise any of the data entered click “Continue Editing”, or click “Continue eFiling This Application” to continue.

Note: The DOB Reference Number (REF NBR) of this application is shown at the top of the page. This number identifies the LAA application and can be used when maintaining multiple LAA Applications.

The required fees are displayed at the bottom of the page.

To provide your electronic signature and seal, enter your email address and your eFiling password. Click on the box to automatically apply your seal.

Click “Submit this Signed & Sealed Application” to proceed to the payment screen.
Click on “Submit” and your payment will be submitted.

In order to finalize the payment, read the agreement at the bottom of the page, check the certification box and then click on the “Continue” button.

Please click the SUBMIT button to process your transaction. Do not click the Submit button more than once, do not click the Back or Stop buttons, this may cause your credit card to be charged again!

Thank you for submitting your transaction! Please wait for your confirmation to appear for your records. This process may take up to 90 seconds... Do not click Back or Stop buttons while the system is processing, this may cause your credit card to be charged twice!

A confirmation email will be sent to the address registered in the eFiling system.
Once the payment is processed, the LAA receipt will display.

To print the LAA permit, click on the “Print LAA Permit” link.
8.2 Managing LAA Job Applications

From the eFiling home page, select the license number by populating the appropriate radio button. Click the “Manage LAA Applications” button to enter.

Select from saved applications not yet submitted to continue application processing.

View receipts or permit PDFs for completed applications.
8.3 Looking up LAA Information and Permits on BISWeb

Go to BISWeb and click the “Enter Buildings Information System” button.

The Buildings Information System (BIS) is the Department of Buildings’ main database. The database was put into production in 1984 and supports Department functions with respect to:

- Property Profile Information
- Application Processing (application submission, review, and certificate of occupancy issuance)
- Accounting
- Inspection/Final construction, plumbing, electrical and

Click the link for Building Information Search.
Enter the BIS job number and click "Go".

LAA Application Details will be displayed. Click the "Printable (PDF) version of Permit" link near the top of the screen display for a printable version of the permit.