

eFiling



March 2011: Updated to Include After-Hours Variance Renewals
September 2011: Updated to Include Limited Alteration Applications



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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.

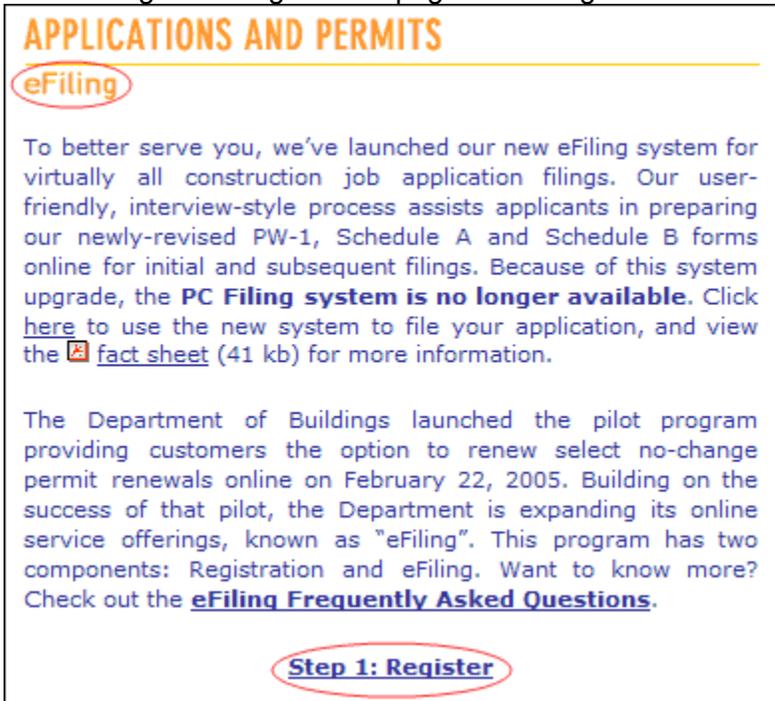
2.1 Registration

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



- Read eFiling information and click on “Register”.

NYC Buildings eFiling Registration Form

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.

Please provide the following information to register for NYC Buildings eFiling. Items with a (*) are required.
 When you have completed the form, please click on 'submit' and follow the instructions.

Step 1: Basic eFiling Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after registration.

Email Address (*)	<input type="text" value="sat@buildings.nyc.gov"/>
Re-Enter Email Address (*)	<input type="text" value="sat@buildings.nyc.gov"/>
Password (*)	<input type="password" value="••••"/>
Verify Password (*)	<input type="password" value="••••"/>

USER ACCOUNT INFORMATION

First Name (*)	<input type="text" value="Shobhna"/>
Middle Initial	<input type="text" value="C"/>
Last Name (*)	<input type="text" value="Tindwani"/>
Contact Address (*)	<input type="text" value="280 Broadway"/>
Apt #	<input type="text"/>
City (*)	<input type="text" value="NEW YORK"/>
State (*)	<input type="text" value="NY"/>
Zip (*)	<input type="text" value="10007"/>
Contact Phone (*)	<input type="text" value="222 333 4444"/>
Mobile Phone	<input type="text" value="222 555 6666"/>

Step 2: Preparers (including Architects, Engineers and Expeditors)

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

Business Name	<input type="text" value="New York Pvt Ltd."/>
---------------	--

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



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.

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.

Step 3: Electricians and Permit Renewal Filers ONLY!

Please note: at this time eFiling does not store the license numbers for Professional Engineers and Registered Architects.

If you have 2 businesses associated with a Master Plumber and/or Fire Suppression Piping Contractor license, you must provide BOTH business names ('business name 1' and 'business name 2').

LICENSES AND TRACKING NUMBERS
(required for submitting electrical applications and permit renewals only)

Master Plumber Lic. #	<input type="text"/>
Business Name 1	<input type="text"/>
Business Name 2 (if applicable)	<input type="text"/>
Fire Suppression & Piping Contractor Lic. #	<input type="text"/>
Business Name 1	<input type="text"/>
Business Name 2 (if applicable)	<input type="text"/>
Oil Burner Installer Lic. #	<input type="text"/>
Business Name	<input type="text"/>
Sign Hanger Lic. #	<input type="text"/>
Business Name	<input type="text"/>
General Contractor Tracking #	<input type="text"/>
Business Name	<input type="text"/>
Electrical Contractor Lic. #	<input type="text"/>
Business Name	<input type="text"/>

→ **Submit**

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.

NYC Buildings eFiling Registration Successful

That's it!

- You may [click here](#) to log in and begin preparing filings.

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

NYC Buildings eFiling Registration - Almost Finished!

One more step...

- [Click here](#) to open the eFiling Mail-in Form. You must print out and follow the instructions on this form before you can eFile documents.
- When you are finished printing this form, you may close your browser.

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.

AUTHENTICATION FORM

Instructions:
In order to participate in Buildings' electronic filing program, you must accurately complete this form. Please sign the form, have it notarized, and stamp it with your professional seal (if applicable). **Any false or misleading statement(s) provided herein will result in the applicant's disqualification from being able to renew permits electronically and may lead to criminal prosecution.**

APPLICANT INFORMATION

E-mail Address:	shobhnat@gmail.com		Date:	12/5/2008		
Last Name:	Tindwani	First Name:	Shobhna		MI:	C
Contact Address:	280 Broadway		Apt #:			
City:	NEW YORK	State:	NY	Zip:	10007	
Contact Tel:	222-333-4444	Mobile Phone:	222-555-6666			

LICENSES AND TRACKING NUMBERS

Please list all licenses and tracking numbers issued to you by DOB and associated business information

Master Plumber	License Number:	
	Business Name 1:	
	Business Name 2:	
Fire Suppression & Piping Contractor	License Number:	
	Business Name:	
	Business Name 2:	
Oil Burner Installer	License Number:	
	Business Name:	
Sign Hanger	License Number:	
	Business Name:	
General Contractor	Tracking Number:	111111
	Business Name:	New York Pvt Ltd.
Electrical Contractor	License Number:	
	Business Name:	

Read the "Statement of Agreement" and fill out all required information.

STATEMENT OF AGREEMENT

As a condition of being registered to participate in the electronic permit program, I hereby agree to comply with all relevant laws, rules, regulations and policies and directives, including the NYC Administrative Code, Rules of the City of New York, and the Department's rules, regulations, policy and procedure notices, and directives. I understand that (a) I will be issued a User ID and Password by the Department for use of the eFiling system, (b) the User ID and Password are for use by me only, and (c) I may only use the User ID and Password to apply for and renew permits for which my name appears as the original applicant and for which I will perform the work in compliance with the relevant provisions of the law, rules, regulations, policies and directives mentioned above.

I understand that I will be receiving emails and/or other correspondence from the Department, with listings of my applications and/or permits. I understand that I am obligated to review such correspondence and must contact the Department within five business days of receiving this information if any application was improperly or illegitimately filed under my license number. I also understand that failure to notify the Department within that time shall be considered presumptive acceptance of and responsibility for those applications and the work performed under those permits.

I understand that it is a crime to offer or give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. A conviction of offering of a bribe or gratuity is punishable by imprisonment, fine or both.

Additionally, I understand that failure to adhere to this agreement may result in disciplinary action against my license, up to and including possible revocation of my license and/or criminal prosecution.

I understand that knowing falsification of any statement in this document is a misdemeanor and is punishable by a fine, imprisonment, or both, under Sections 26-124 and 27-3017 of the NYC Administrative Code, and the New York State Penal Law. I have read and understand all the information contained herein. I have provided full and complete information in answer to each question and all information I have supplied is true and accurate to the best of my knowledge.

Signature _____ Date _____

Apply License Seal(s) (if applicable)

Notarization (General Contractor Only)
State of New York, County of _____
Sworn to or affirmed under penalty of perjury: _____

Apply Notary Seal

Notary Signature _____ Date _____

PLEASE PRINT THIS FORM AND SUBMIT IT TO THE CENTRAL PERMIT RENEWAL UNIT FOR AUTHORIZATION:
CENTRAL PERMIT RENEWAL UNIT
DEPARTMENT OF BUILDINGS
280 Broadway
5th Floor
New York, NY 10007
attn: NYC Buildings eFiling Registration

**PLEASE make sure that you have signed the form, have had it notarized, and have stamped it with a professional seal (if applicable).
Thank you.**

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 e-mail. 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.

NYC Buildings eFiling Login

Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Email Address:

Password: [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.

Enter the Email Address & Password and hit Login Button

3.1 Adding a License Number

Account Management

To change your email address, please enter your new email address below and click on the 'Change Email Address' button.

Current Email Address: shobhna@gmail.com

New Email Address:

Re-Enter New Email Address:

Change Email Address

To change your password, please enter your current password, then type in your new password in both spaces provided and click on the 'Change Password' button.

Old Password:

New Password:

Verify Password:

Change Password

To add or change a license or tracking number, please click on the 'Manage Account' button and enter the information requested. You will need to print out the form, sign the form, have it notarized (General Contractor only), apply your professional seal, and mail it in for authorization.

Manage Account

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

Manage Account

E-FILING ACCOUNT INFORMATION

Email Address (*) shobhu@gmail.com

USER ACCOUNT INFORMATION

First Name (*) SHOBHNA

Middle Initial

Last Name (*) TINDWANI

Contact Address (*) 280 BROADWAY

Apt #

City (*) NEW YORK

State (*) NY

Zip (*) 10007

Contact Phone (*) 111 222 3333

Mobile Phone

PREPARERS

Business Name

LICENSES AND TRACKING NUMBERS (*)

Master Plumber Lic. #

Business Name 1

Business Name 2 (if applicable)

Fire Suppression & Piping Contractor Lic. #

Business Name 1

Business Name 2 (if applicable)

Oil Burner Installer Lic. #

Business Name

Sign Hanger Lic. #

Business Name

General Contractor Tracking #

Business Name

Electrical Contractor Lic.# 111111

Business Name NEW YORK PVT LTD.

Submit

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

Account Management
To change your email address, please enter your new email address below and click on the 'Change Email Address' button.

Current Email Address:	shobhu@gmail.com
New Email Address:	<input type="text" value="shobhna@gmail.com"/>
Re-Enter New Email Address:	<input type="text" value="shobhna@gmail.com"/>

Change Email Address

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

Welcome to NYC Buildings eFiling
Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

***EMAIL UPDATED**

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

3.3 Changing Password Information

Account Management
To change your email address, please enter your new email address below and click on the 'Change Email Address' button.

Current Email Address:	shobhna@gmail.com
New Email Address:	<input type="text"/>
Re-Enter New Email Address:	<input type="text"/>

Change Email Address

To change your password, please enter your current password, then type in your new password in both spaces provided and click on the 'Change Password' button.

Old Password:	<input type="password" value="...."/>
New Password:	<input type="password" value="...."/>
Verify Password:	<input type="password" value="...."/>

Change Password

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.

LOGOUT **NYC.gov** always open brianm@buildings.nyc.gov

Welcome to NYC Buildings eFiling

***REQUEST PROCESSED**

The **REQUEST PROCESSED** Message will appear on the top of the screen.

3.4 Forgot your Password

NYC Buildings eFiling Login
Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Email Address:

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

LOGIN

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.

Forgot NYC Buildings eFiling Password

Email Address:

[Please Reset My Password](#)

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

4 Permit eRenewal

Permit Renewal

[Instructions: \(click here to read the instructions\)](#)

To renew a permit, please enter the job number below and click on the 'Lookup Related Permits' button.

Job Number:  **Lookup Related Permits**

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

Click Permit Number to Begin Renewal Process

Premises: 274 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1
 Job No: 17777775 Applicant: TEST TEST Job Type: A2 - ALTERATION TYPE 2

PERMIT	SEQ NO	APPLICANT	LAST ISSUE DATE	FILING DATE	EXPIRATION DATE	STATUS	NO WORK	FB OIL GAS	BUS USED
17777775-01-EW-SP	16	TEST TEST FIRE SUPPRESSIO	10/29/2008	10/29/2008	10/29/2009	T - ISSUED			1
17777775-01-PL	04	KENNETH MONROE	06/25/2008	06/25/2008	06/25/2009	T - ISSUED			1

L16 - GENERAL LIABILITY EXPIRED: USB SERVICES, INC ON 11/01/2008
 L16 - WORKERS COMP EXPIRED: USB SERVICES, INC ON 10/01/2008

Select the Permit that you want to Renew.

NYC Department of Buildings
Choose Business

Business Currently Listed on Permit:
 103510826-02-PL-
 ERENEWAL TEST PLBG INC
 608 MIDLAND AVE, STATEN ISLAND NY 10306

SELECT MATCHING BUSINESS BELOW

EARLY PLBG & HTG INC Gen Liability Ins: RUTGERS CASUALTY INS. CO Work Comp Ins: STATE INSURANCE FUND Exp: 12/04/2004 Exp: 05/01/2005	INSURANCE EXPIRED
ERENEWAL TEST PLBG INC Gen Liability Ins: ERENEWALS GLL INS. CO Work Comp Ins: ERENEWALS WC. INS. CO Exp: 12/04/2005 Exp: 01/10/2005	SELECT

IF PERMIT WAS PREVIOUSLY ISSUED TO ABOVE BUSINESS, THIS PERMIT CANNOT BE eRENEWED

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.

Please Review the Permit Before Continuing

Premises: 274 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1

This permit is being issued to: TEST TEST FIRE SUPPRESSION 0002222-FS

Fee will be \$100

The following text will appear on the permit:

Permit No:	17777775-01-EW-SP - RENEWAL	Expires:	12/08/2009
Location:	MANHATTAN - 280 BROADWAY	Approved:	07/07/2006
Work:	ALTERATION TYPE 2 - SPRINKLER TEST FOR (1) BING PIPES SYSTEM [@\$%*&'()_+=-~] [\, <>/?_!~] A.A.A.A		
Zoning:	N/A	Special District:	N/A
Use:	E - BUSINESS	No. Dwellings:	N/A
Total Floor Area:	N/A	Landmark:	YES
EIN:		Stories:	12

Additional information for this permit:

Permit No:	17777775-01-EW-SP	Seq No:	17	Job Type:	ALT2
Filing Representative:	---				
Superintendent of Construction:	---				
Site Safety Manager:	---				

Applicant Statement:

If a Construction Superintendent, Site Safety Manager or Site Safety Coordinator was not named on the initial permit application, but is required under the New York City Construction Code:

I understand that I cannot process this renewal application through the eFiling system. Please press 'NO' to exit the renewal process. To renew this permit, you must file a PW2 form and submit the application to the borough office where the premises is located or the Central Permit Renewal Unit located in Manhattan.

If a Construction Superintendent, Site Safety Manager or Site Safety Coordinator was not named on the initial permit application, and is not required under the New York City Construction Code:

I hereby certify that the Construction Superintendent, Site Safety Manager or Site Safety Coordinator was not named on the initial permit application and is not required under the New York City Construction Code. I understand that any changes to the Construction Superintendent, Site Safety Manager or Site Safety Coordinator cannot be submitted through eFiling and must be filed manually (PW2 form). I understand that failure to keep this information current with the Department is a violation of the New York City Administrative Code.

If a Construction Superintendent, Site Safety Manager or Site Safety Coordinator was named on the initial permit application:

I hereby certify that the Construction Superintendent, Site Safety Manager or Site Safety Coordinator named on the initial permit application is the individual who will continue in that role on the renewal permit, and that individual is currently in good standing with the Department of Buildings at time of permit renewal. I understand that any changes to the Construction Superintendent, Site Safety Manager or Site Safety Coordinator cannot be submitted through eFiling and must be filed manually (PW2 form). I understand that failure to keep this information current with the Department is a violation of the New York City Administrative Code.

YES

I wish to eRenew this permit;
continue to NYC.gov ePayments.

NO

I do not wish to eRenew this
permit; start over.

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"

Pay by Credit Card
 (* denotes required fields)
Credit Card Information:

*Country:

*Billing Name:

(exactly as it appears on card)

*Billing Address Line 1:

Billing Address Line 2:

*City:

*State/Province/Region:

*ZIP/Postal Code:

*Email Address:

Order Confirmation
Agency and Item Information

Agency / Division	Item No.	Item Description	Qty	Item Cost (\$US)	Shipping Cost (\$US)	Tax (\$US)	SUBTOTAL (\$US)
Buildings eRenewal Select	1000000000001	Work Permit Renewal: 103510826-PL	1	100.00	0	0	100.00
Total(\$US):							100.00

Change item info:

Billing Information

Email Address:	jason@jasonreid.com
Credit Card Type and Last 4 Digits:	VISA 2225
Total Amount To Be Charged:	\$ 100.00

Change billing info:

*I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above.

To make a payment by credit cards fill out all required information.

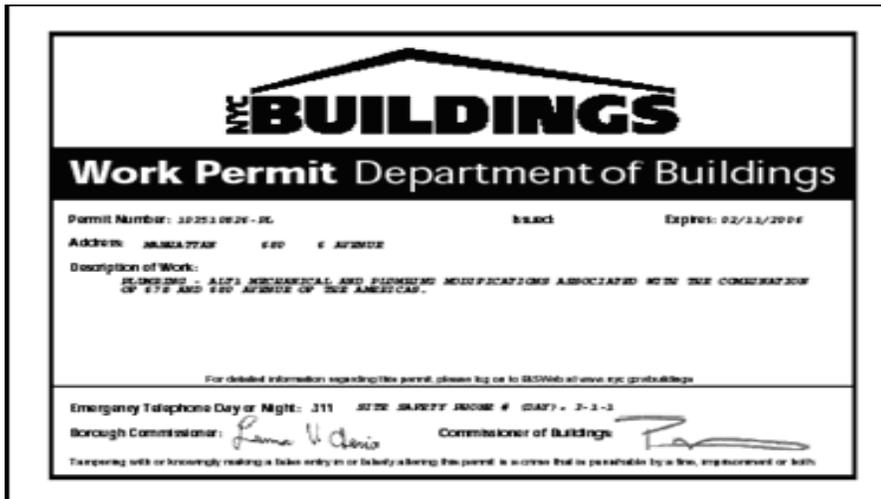
Once completed, continue to the next step by pressing continue.

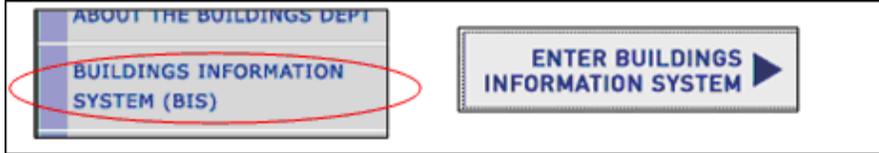
Please click the SUBMIT button to process your payment.

Thank you for submitting your payment.
 Please wait for your confirmation to appear for your records.
This process may take up to 90 seconds...
 Please do not hit back or stop buttons on your browser.

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

Welcome to NYC Buildings eFiling
Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Electrical Applications

On Oct 7, Electrical eFiling system was updated to capture detailed floor description information for work being done on each floor. Additionally, two new Work-to-be-Done types have been added: Sidewalk Shed Wiring & Lighting and Sustainable Energy Installations. View the [Service Notice](#) for more information.

Reminder:
Come in to renew your Electrical license at least 30 to 60 days before your Electrical license expires on your birthday.

NOTE: Electrical Permit Applications no longer require the owner's signature. However, where an owner's authorization is required by the Electrical Code, the Licensed Electrician must certify that he or she has the authorization in writing and that it will be available to the Department upon request.

To begin filing a new electrical application, please click on the 'Begin New Electrical Application' button.

 **Begin New Electrical Application**

To view and manage your existing electrical applications, please click on the 'Manage Electrical Applications' button.

Manage Electrical Applications

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

Electrical Permit Application
Obey The law-Obtain permit before starting work. Section 27-3018(b)

Please enter the following information and click "Next"

Instructions: ([click here to hide the instructions](#))

- Items with a * are required.
- Please select a "Category Of Work".
 - If "Minor Work", enter address details.
 - If "New Building" or "Rehabilitation...", select "File New Application" or "Remove Violation" and then enter Address details (or) Violation number (This is for Removal of Violation issued to the Owner/Tenant)
- Applications which contain the following cannot be filed online and must be filed by a paper application
 - All Signs
 - If "Adequate Wiring Program" Special Certification/Approval Applies.
 - Applications for Non-Building address (Bus Shelter, Telephone Booth, News Stand, Street Lighting, SubStation, etc.)
 - Request for NYCHA (New York City Housing Authority) fee exemption. Application must be filed by paper with a letter from NYCHA, which authorizes the exemption.
 - If the following Advisory Board Categories apply, the Application must be filed by paper with a Request letter:
 - Special Permission (see Administrative Code article # 27-3005)
 - Electrical Nonmetallic Tubing (see Technical Standards article # 362.30)
 - Manufactured Wiring System (see Technical Standards article # 604 and # 605)
- Please note, a new "Floor Description" section has been added.

* Category of Work  Pick a Category of Work

Next >

Select the Category of Work from the drop down menu

Please enter the following information and click "Next"

Instructions: (click here to hide the instructions)

- Items with a * are required.
- Please select a "Category Of Work".
 - If "Minor Work", enter address details.
 - If "New Building" or "Rehabilitation...", select "File New Application" or "Remove Violation" and then enter Address details (or) Violation number (This is for Removal of Violation issued to the Owner/Tenant)
- Applications which contain the following cannot be filed online and must be filed by a paper application
 - All Signs
 - If "Adequate Wiring Program" Special Certification/Approval Applies.
 - Applications for Non-Building address (Bus Shelter, Telephone Booth, News Stand, Street Lighting, SubStation, etc.)
 - Request for NYCHA (New York City Housing Authority) fee exemption. Application must be filed by paper with a letter from NYCHA, which authorizes the exemption.
 - If the following Advisory Board Categories apply, the Application must be filed by paper with a Request letter :
 - Special Permission (see Administrative Code article # 27-3005)
 - Electrical Nonmetallic Tubing (see Technical Standards article # 362.30)
 - Manufactured Wiring System (see Technical Standards article # 604 and # 605)
- Please note, a new "Floor Description" section has been added.

* Category of Work: (N) New Building

* Select One: File New Application Remove Violation (Owner/Tenant)

* Borough: Pick a Borough

* House Number:

* Street Name:

Next >

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

Please enter the following information and click "Next"

Instructions: (click here to hide the instructions)

- Items with a * are required.
- Please select a "Category Of Work".
 - If "Minor Work", enter address details.
 - If "New Building" or "Rehabilitation...", select "File New Application" or "Remove Violation" and then enter Address details (or) Violation number (This is for Removal of Violation issued to the Owner/Tenant)
- Applications which contain the following cannot be filed online and must be filed by a paper application
 - All Signs
 - If "Adequate Wiring Program" Special Certification/Approval Applies.
 - Applications for Non-Building address (Bus Shelter, Telephone Booth, News Stand, Street Lighting, SubStation, etc.)
 - Request for NYCHA (New York City Housing Authority) fee exemption. Application must be filed by paper with a letter from NYCHA, which authorizes the exemption.
 - If the following Advisory Board Categories apply, the Application must be filed by paper with a Request letter :
 - Special Permission (see Administrative Code article # 27-3005)
 - Electrical Nonmetallic Tubing (see Technical Standards article # 362.30)
 - Manufactured Wiring System (see Technical Standards article # 604 and # 605)
- Please note, a new "Floor Description" section has been added.

* Category of Work: (N) New Building

* Select One: File New Application Remove Violation (Owner/Tenant)

* Violation Number:

Next >

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

Instructions

I Instructions: [\(click here to hide the instructions\)](#)
 Thank you for your interest in NYC Buildings eFiling. Please provide the following information to complete the Electrical Permit Application. Items with a * are required. When you have completed the form, please click on appropriate button at the bottom to continue.

DOB Reference Number :

Licensee Information

Firm Name	License Number	Firm Number
TESTFIRM2	088088	088088
Address	Telephone	Fax
280 BROADWAY NY NY 10007	212-555-1234	

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

Owner's Information
 (Last / First Name or Business Name required)

* Last Name * First Name M.I.

* Business Name Phone

* Address (Number) * Address (Street) * City * State * Zip

Authorized Representative

Last Name First Name Relationship to building Owner

Save Draft **Delete** **Send to Other eFiling User** **Preview**

[Click to continue eFiling!](#)

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.

**Welcome to the Electrical Application Form
(N) NEW BUILDING**

Please resolve these errors before proceeding:

- F1 - Floor, Room, Or Apartment Number Must Be Entered
- D2 - Bis Job Number Is Required For C-of-O Related Applications
- EW5 - Meter Total Differs From What's Allowed For This Building's Residential Use

Instructions

I Instructions: [\(click here to hide the instructions\)](#)
 Thank you for your interest in NYC Buildings eFiling. Please provide the following information to complete the Electrical Permit Application. Items with a * are required. When you have completed the form, please click on appropriate button at the bottom to continue.

DOB Reference Number : ED

Licensee Information

Firm Name	License Number	Firm Number
TESTFIRM2	088088	088088
Address	Telephone	Fax
280 BROADWAY NY NY 10007	212-555-1234	

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.

Licensee Information			
Firm Name	License Number	Firm Number	
TESTFIRM2	088088	088088	
Address	Telephone	Fax	
280 BROADWAY NY NY 10007	212-555-1234		
Jump to bottom			
Category of Work			
(N) NEW BUILDING	C of O Related	Yes	
Jump to bottom			
Job Location			
* Borough	* House Number	* Street Name	Zip Code
Manhattan	280	BROADWAY	10007
Special Place Name	* Street / Floor / Room / Apt. No.		
Contractor's Comments		* Work Started or Filed by Others	
		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Work to Be Performed by Licensed Firms as a joint venture as per #27-3013			
		* Job Start Date (mm-dd-yyyy)	* Job Completion Date (mm-dd-yyyy)
Lic #1	Firm #1 TBD	Jan 01 2009	Jan 10 2009
Lic #2	Firm #2 TBD		
→ F1 - Floor, Room, Or Apartment Number Must Be Entered (Click to Clear...)			

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.

Owner's Information			
<i>(Last / First Name or Business Name required)</i>			
* Last Name	* First Name	M.I.	
TEST	TEST		
* Business Name	Phone		
* Address (Number)	* Address (Street)	* City	* State * Zip
123	BROADWAY		NY 10007 -
Authorized Representative			
Last Name	First Name	Relationship to building Owner	
→ OWN4 - Owners City Is Required (Click to Clear...)			
Save Draft		Delete	Send to Other eFiling User
			→ Preview Click to continue eFiling!

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

**Welcome to the Electrical Application Form Preview
N - NEW BUILDING**

Instructions

Please review the information that was provided and click on the appropriate button at the bottom to continue.

DOB Reference Number : E024554

Licensee Information

Firm Name	License Number	Firm Number
TESTFIRM2	088088	088088
Address	Telephone	Fax
280 BROADWAY TEST RECORD FOR E-FILING NY NY 10007	212-555-1234	

Category of Work

N - NEW BUILDING C of O Related YES

If all errors have been corrected, a preview of the application will be displayed.

Owner's Information

First Name	Last Name	M.I.		
TEST	TEST			
Address (Number)	Address (Street)	City	State	Zip
123	BROADWAY	NYC	NY	10007

Fee Information ↓

(Only filing fees are paid at the time of eFiling)

Filing Fees	Inspection Fees	Total Fees
\$40.00	\$8.00	\$48.00

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 E Filing User"

↓

A Licensee- – will see three options at the bottom of the preview screen :-
 1) "Continue Editing" &
 2) "Send To Other E Filing User"
 3) "Send To The Other E Filing User"

Electronically Sign and Seal this Application

Agreement

I, **BRIAN MULLEN**, the Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed as described under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYS Energy Conservation Construction Code. I also acknowledge that the information provided on this application is true to the best of my knowledge. Substantial Revisions to this application will require the filing of a new application with the appropriate fee.

I understand and agree that by personally entering my user ID and password below, clicking on "Apply Your Seal" and clicking on "Submit this Signed & Sealed Application", I am electronically signing, sealing, and filing my Electrical application with the Department of Buildings. I understand that the electronic signature and seal shall have the same validity and effect as a signature and seal affixed by hand. I understand that knowing falsification of any statement in this document is a misdemeanor and is punishable by a fine, imprisonment, or both, under Section 27-3017(b) and (c) of the Electrical Code, and New York State Penal Law.

DOB Reference Number : F005726

Electronic Signature & Seal

Enter your eFiling logon information below

Please Enter Email Address :

Please Enter Password :

CLICK HERE
TO APPLY YOUR
SEAL

Submit this Signed & Sealed Application

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.

Electronically Sign and Seal this Application

Agreement

I, **BRIAN MULLEN**, the Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed as described under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYS Energy Conservation Construction Code. I also acknowledge that the information provided on this application is true to the best of my knowledge. Substantial Revisions to this application will require the filing of a new application with the appropriate fee.

I understand and agree that by personally entering my user ID and password below, clicking on "Apply Your Seal" and clicking on "Submit this Signed & Sealed Application", I am electronically signing, sealing, and filing my Electrical application with the Department of Buildings. I understand that the electronic signature and seal shall have the same validity and effect as a signature and seal affixed by hand. I understand that knowing falsification of any statement in this document is a misdemeanor and is punishable by a fine, imprisonment, or both, under Section 27-3017(b) and (c) of the Electrical Code, and New York State Penal Law.

DOB Reference Number : F005726

Electronic Signature & Seal

Enter your eFiling logon information below

Please Enter Email Address :

Please Enter Password :



Submit this Signed & Sealed Application

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.

Pay by Credit Card
 (* denotes required fields)
Credit Card Information:
 *Country: United States of America
 *Billing Name: (exactly as it appears on card)
 *Billing Address Line 1:
 Billing Address Line 2:
 *City:
 *State/Province/Region: Choose a state
 *ZIP/Postal Code:
 *Email Address: bmulen@buildings.nyc.gov
 *Confirm Email Address: bmulen@buildings.nyc.gov
 *Type of Credit Card: American Express Visa MasterCard Discover
 *Card Number (Enter without spaces/dashes):
 *Expiration Date (mm/yyyy):
 *Card Verification Number: (What is this?)
 Continue Clear All

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.

Confirmation
Agency and Item Information

Agency / Division	Item No.	Item Description	Qty	Item Cost (\$US)	Shipping Cost (\$US)	Tax (\$US)	SUBTOTAL (\$US)
Buildings eFiling	100000000002	Electrical Application: 37 BROADWAY	1	15.00	0	0	15.00
Total(\$US):							15.00

Change item info: Change

Billing Information

Email Address:	bmulen@buildings.nyc.gov
Credit Card Type and Last 4 Digits:	VISA 2225
Total Amount To Be Charged:	\$ 15.00

Change billing info: Change

*I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above.

Continue Cancel Transaction

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.

SUBMIT
CANCEL TRANSACTION

Please click the SUBMIT button to process your transaction.

After reviewing, press “submit” and your payment will be submitted and permit issued.

Thank you for submitting your payment.
Please wait for your confirmation to appear for your records.
This process may take up to 90 seconds...
Please do not hit back or stop buttons on your browser.

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

Receipt for Electrical Application # M281413

DOB Reference Number : E024368

Receipt Details			
Invoice Number	Date Issued	Amount Paid	
80072306	10/24/2008	\$40.00	
Application Security Number [what's this?]			
166280E7DFDFE97BEE8F89D697E071F22AA34CB2			

Licensee Information			
Firm Name	License Number	Firm Number	
TESTFIRM2	088088	088088	
Address	Telephone	Fax	
280 BROADWAY TEST RECORD FOR E-FILING NY NY 10007	212-555-1234		

Application Information			
Borough	House Number	Street Name	Zip Code
MANHATTAN	5	COLUMBUS CIRCLE	10019
Category of Work	C of O Related		
N - NEW BUILDING	YES		

[→ View Image of Application](#)
[→ Print Electrical Permit](#)
 Adobe Acrobat Reader required to view PDFs

Manage Electrical Applications

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

ED16A	PAGE 5
12 Owner's Information	
Last name <input checked="" type="checkbox"/> First Name <input checked="" type="checkbox"/> M.I. _____ Title _____	
Business name/ agency _____ Phone _____	
Address <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Zip 11111	
Authorized representative Last name _____ First name _____	
Authorized representative, state relationship to building owner _____	
13 Certification of Owner Authorization for Electrical Work	
Please answer the following questions. Where the answer to the question(s) below is yes, the following certification(s) by the license shall apply.	
Does the application involve authorization to power or energize a meter? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p style="font-size: x-small;">This Electrical Permit Application involves the energizing of a meter. I certify that I have obtained a signed certification from the building owner, or his or her authorized representative, affirming that the intended use or purpose of the new, additional or existing meter(s) indicated in the Service/Meter Equipment section of this application will be in compliance with Section 27-3018 of the NYC Electrical Code and acknowledging that the energizing of electrical work without a valid permit, or other required authorization set forth by Department of Buildings ("Department") Rules, is a violation of Section 27-3020 of the NYC Electrical Code. I also certify that this signed certification is available upon request by the Department.</p>	
Licensee Signature _____ Date _____	
Does the application involve a new or amended Certificate of Occupancy and/or service or meter work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p style="font-size: x-small;">This Electrical Permit Application includes Service/Meter Work and/or work that will result in the issuance of a new or amended Certificate of Occupancy. I certify that I have obtained a signed authorization from the building owner, or his or her authorized representative, who has authorized the work to be performed as indicated herein, and has acknowledged that upon completion of such electrical work (including any minor amendment of the work indicated herein), pursuant to Section 27-3018(b) of the NYC Electrical Code, the Department of Buildings ("Department"), or its certified representative, will be allowed access to inspect such work. I also certify that this signed authorization is available upon request by the Department.</p>	
Licensee Signature SPARKY TESTER Date 10/24/2008	
14 Responsible Representative ("R.R.") / Licensee Statement	
<p style="font-size: x-small;">I, the undersigned Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed as described under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYS Energy Conservation Construction Code.</p>	
This application involves a NYCHA Fee Exempt property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I also acknowledge that the information provided on this application is true to the best of my knowledge.	
Name (please print) SPARKY T TESTER	
Signature of Authorized Licensed Representative _____ Date _____	
SPARKY T TESTER 10/24/2008	
<p style="font-size: x-small;">PENALTY FOR FALSIFICATION: Falsification on any statement made herein with intent to defraud or deceive is a misdemeanor (Sec. 27-3017 (b), (c) of NYC Adm. Code) SUBSTANTIAL REVISIONS to this application will require the filing of a new application, with the appropriate fee.</p>	
Internal Use Only	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Reviewer's Initials: eFiling Date: 10/24/2008	

Application # M 2 8 1 4 1 3

The image of the application will be displayed after clicking on the "View Image of Application" link in the receipt screen.

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE JOB SITE



NYC BUILDINGS

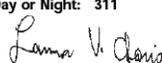
Electrical Work Permit Department of Buildings

Application Number: M281413	Issued: 10/24/2008
Address: 5 COLUMBUS CIRCLE, 1, NEW YORK, NY 10019	Expires: 10/24/2011
Description of Work: 2 - TEMPORARY CONSTRUCTION	Contractor Address: TESTFIRM2 TEST RECORD FOR E-FILING 280 BROADWAY NY, NY 10007



For detailed information regarding this permit, please log on to BISWeb at www.nyc.gov/buildings

Emergency Telephone Day or Night: 311

Borough Commissioner:  **Acting Commissioner of Buildings:** 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

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.

Welcome to NYC Buildings eFiling

Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Electrical Applications

On Oct 7, Electrical eFiling system was updated to capture detailed floor description information for work being done on each floor. Additionally, two new Work-to-be-Done types have been added: Sidewalk Shed Wiring & Lighting and Sustainable Energy Installations. View the [Service Notice](#) for more information.

Reminder:
Come in to renew your Electrical license at least 30 to 60 days before your Electrical license expires on your birthday.

NOTE: Electrical Permit Applications no longer require the owner’s signature. However, where an owner’s authorization is required by the Electrical Code, the Licensed Electrician must certify that he or she has the authorization in writing and that it will be available to the Department upon request.

To begin filing a new electrical application, please click on the 'Begin New Electrical Application' button.

Begin New Electrical Application

To view and manage your existing electrical applications, please click on the 'Manage Electrical Applications' button.

 Manage Electrical Applications

Upon logging into eFiling. Click on the “Manage Electrical Applications” button.

Manage Electrical Applications

Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Saved Applications: 153 [\(show help for this section\)](#) **View All...**

ADDRESS	CATEGORY	FILING STATUS	LAST SAVED	DOB REF #	ACTIONS
MAN - 22 BEACH ST	REHABILITATION	NEWLY ADDED	11/19/2008 10:36 AM	E024562	Edit Delete
MAN - 2 BROADWAY	REHABILITATION	VALIDATED	11/07/2008 1:09 PM	E024492	Edit Delete
MAN - 60 BROADWAY	NEW BUILDING	NEWLY ADDED	10/22/2008 12:16 PM	E024538	Edit Delete
MAN - 60 BROADWAY	NEW BUILDING	NEWLY ADDED	10/22/2008 12:16 PM	E024537	Edit Delete
MAN - 56 HUDSON ST	REHABILITATION	MODIFIED - NOT VALIDATED	10/03/2008 12:43 PM	E024517	Edit Delete
MAN - 56 HUDSON ST	REHABILITATION	NEWLY ADDED	09/30/2008 11:46 AM	E024522	Edit Delete
MAN - 296 CHURCH ST	REHABILITATION	MODIFIED - NOT VALIDATED	09/24/2008 12:09 PM	E024509	Edit Delete

Begin New Electrical Application

Received Applications: 8 [\(show help for this section\)](#)

FROM	ADDRESS	CATEGORY	LAST SAVED	ACTIONS
BRIAN MULLEN	MAN - 12 BEACH ST	REHABILITATION	10/10/2008 8:28 AM	Edit Delete
BRIAN MULLEN	MAN - 300 CHURCH ST	REHABILITATION	10/10/2008 8:28 AM	Edit Delete
BRIAN MULLEN	MAN - 300 CHURCH ST	REHABILITATION	10/10/2008 8:28 AM	Edit Delete
B M	MAN - 14 BEACH ST	MINOR WORK	09/18/2008 8:01 AM	Edit Delete
ASHOK THAWANI	MAN - 45 BROAD ST	NEW BUILDING	09/17/2008 11:28 AM	Edit Delete
BRIAN MULLEN	MAN - 281 BROADWAY	MINOR WORK	04/19/2006 8:43 AM	Edit Delete
BJ JONES	MAN - 280 BROADWAY	MINOR WORK	02/27/2006 11:46 AM	Edit Delete

Click to View All application **View All...**

Submitted Applications: 19 [\(show help for this section\)](#)

APPLICATION #	ADDRESS	CATEGORY	SUBMITTED	ACTIONS
R121341	STI - 37 BROADWAY	MINOR WORK	12/08/2008 4:51 PM	Receipt View PDF
A268833	MAN - 540 MAIN ST	REHABILITATION	11/10/2008 2:41 PM	Receipt View PDF
M281416	MAN - 280 BROADWAY	REHABILITATION	10/29/2008 5:11 PM	Receipt View PDF
M281415	MAN - 120 BROADWAY	MINOR WORK	10/29/2008 4:22 PM	Receipt View PDF
M281414	MAN - 600 BROADWAY	REHABILITATION	10/29/2008 11:31 AM	Receipt View PDF
M281413	MAN - 5 COLUMBUS CIRCLE	NEW BUILDING	10/24/2008 11:42 AM	Receipt View PDF
M281412	MAN - 296 CHURCH ST	REHABILITATION	10/24/2008 10:14 AM	Receipt View PDF

Adobe Acrobat Reader
(required to view PDFs)

Application Number: **Request Amendment**

Sent Applications: 5 [\(show help for this section\)](#)

TO	ADDRESS	CATEGORY	FILING STATUS	LAST SAVED
BRIAN MULLEN	STI - 48 RIDGE AVE	NEW BUILDING	APPLICATION SENT TO REGISTRANT	10/10/2008 8:15 AM
B M	MAN - 60 HUDSON ST	NEW BUILDING	APPLICATION SENT TO REGISTRANT	09/18/2008 7:57 AM
FAIZUL HAQUE	MAN - 280 BROADWAY	REHABILITATION	MODIFIED - NOT VALIDATED	07/22/2008 12:37 PM
SREE SANKU	MAN - 280 BROADWAY	NEW BUILDING	MODIFIED - NOT VALIDATED	04/16/2008 10:07 AM
BRIAN MULLEN	MAN - 244 BROADWAY	REHABILITATION	VALIDATED	07/21/2006 8:50 AM

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

Manage Electrical Applications
Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Saved Applications: 153 [\(show help for this section\)](#) **View All...**

ADDRESS	CATEGORY	FILING STATUS	LAST SAVED	DOB REF #	ACTIONS
MAN - 2 BROADWAY	REHABILITATION	SENDING APPLICATION TO E-PAYMENT	12/09/2008 10:45 AM	E024492	Edit Delete
MAN - 22 BEACH ST	REHABILITATION	NEWLY ADDED	11/19/2008 10:36 AM	E024452	Edit Delete
MAN - 60 BROADWAY	NEW BUILDING	NEWLY ADDED	10/22/2008 12:16 PM	E024538	Edit Delete
MAN - 60 BROADWAY	NEW BUILDING	NEWLY ADDED	10/22/2008 12:16 PM	E024537	Edit Delete
MAN - 56 HUDSON ST	REHABILITATION	MODIFIED - NOT VALDATED	10/03/2008 12:43 PM	E024517	Edit Delete
MAN - 56 HUDSON ST	REHABILITATION	NEWLY ADDED	09/30/2008 11:46 AM	E024522	Edit Delete
MAN - 296 CHURCH ST	REHABILITATION	MODIFIED - NOT VALDATED	09/24/2008 12:09 PM	E024509	Edit Delete

Begin New Electrical Application

Received Applications: 8 [\(show help for this section\)](#)

FROM	ADDRESS	CATEGORY	LAST SAVED	ACTIONS
BRIAN MULLEN	MAN - 12 BEACH ST	REHABILITATION	10/10/2008 8:28 AM	Edit Delete
BRIAN MULLEN	MAN - 300 CHURCH ST	REHABILITATION	10/10/2008 8:28 AM	Edit Delete
BRIAN MULLEN	MAN - 300 CHURCH ST	REHABILITATION	10/10/2008 8:28 AM	Edit Delete
B M	MAN - 14 BEACH ST	MINOR WORK	09/18/2008 8:01 AM	Edit Delete
ASHOK THAWANI	MAN - 45 BROAD ST	NEW BUILDING	09/17/2008 11:28 AM	Edit Delete
BRIAN MULLEN	MAN - 281 BROADWAY	MINOR WORK	04/19/2006 8:43 AM	Edit Delete
BJ JONES	MAN - 280 BROADWAY	MINOR WORK	02/27/2008 11:46 AM	Edit Delete

ACTIONS Lock Icon

- [Edit](#) | [Delete](#)

Windows Internet Explorer

Are you sure you want to delete this record?

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.

**Application has a Filing Status
A - SENDING APPLICATION TO E-PAYMENT**

DOB Reference Number : E024492

- PREVIEW APPLICATION
(Click this to continue the eFiling process.) Preview Completed Application

- EDIT APPLICATION Edit Anyway

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

APPLICATION #	ADDRESS	CATEGORY	SUBMITTED	ACTIONS
R121341	STI - 37 BROADWAY	MINOR WORK	12/08/2008 4:51 PM	Receipt View PDF
A268833	MAN - 540 MAIN ST	REHABILITATION	11/10/2008 2:41 PM	Receipt View PDF
M281416	MAN - 280 BROADWAY	REHABILITATION	10/29/2008 5:11 PM	Receipt View PDF
M281415	MAN - 120 BROADWAY	MINOR WORK	10/29/2008 4:22 PM	Receipt View PDF
M281414	MAN - 600 BROADWAY	REHABILITATION	10/29/2008 11:31 AM	Receipt View PDF
M281413	MAN - 5 COLUMBUS CIRCLE	NEW BUILDING	10/24/2008 11:42 AM	Receipt View PDF
M281412	MAN - 298 CHURCH ST	REHABILITATION	10/24/2008 10:14 AM	Receipt View PDF

[Adobe Acrobat Reader](#)
 (required to view PDFs)

Application Number: Request Amendment

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

Receipt for Electrical Application # M281413

DOB Reference Number : E024368

Receipt Details		
Invoice Number	Date Issued	Amount Paid
80072306	10/24/2008	\$40.00
Application Security Number (what's this?)		
166280E7DFDFE97BEE9F89D697E071F22AA34CB2		

Licensee Information		
Firm Name	License Number	Firm Number
TESTFIRM2	088088	088088
Address	Telephone	Fax
280 BROADWAY TEST RECORD FOR E-FILING NY NY 10007	212-555-1234	

Application Information			
Borough	House Number	Street Name	Zip Code
MANHATTAN	5	COLUMBUS CIRCLE	10019
Category of Work	C of O Related		
N - NEW BUILDING	YES		

[View Image of Application](#)
[Print Electrical Permit](#)
 Adobe Acrobat Reader required to view PDFs

Manage Electrical Applications

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.

ED16A PAGE 5

12	Owner's Information		
Last name <input checked="" type="checkbox"/>	First Name <input checked="" type="checkbox"/>	M.I.	Title
Business name/ agency		Phone	
Address <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	City <input checked="" type="checkbox"/>	State <input checked="" type="checkbox"/>	Zip 11111
Authorized representative Last name		First name	
Authorized representative, state relationship to building owner			

13	Certification of Owner Authorization for Electrical Work
Please answer the following questions. Where the answer to the question(s) below is yes, the following certification(s) by the licensee shall apply.	
Does the application involve authorization to power or energize a meter? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
This Electrical Permit Application involves the energizing of a meter. I certify that I have obtained a signed certification from the building owner, or his or her authorized representative, affirming that the intended use or purpose of the new, additional or existing meter(s) indicated in the Service/Meter Equipment section of this application will be in compliance with Section 27-3018 of the NYC Electrical Code and acknowledging that the energizing of electrical work without a valid permit, or other required authorization set forth by Department of Buildings ("Department") Rules, is a violation of Section 27-3020 of the NYC Electrical Code. I also certify that this signed certification is available upon request by the Department.	
Licensee Signature _____ Date _____	
Does the application involve a new or amended Certificate of Occupancy and/or service or meter work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
This Electrical Permit Application includes Service/Meter Work and/or work that will result in the issuance of a new or amended Certificate of Occupancy. I certify that I have obtained a signed authorization from the building owner, or his or her authorized representative, who has authorized the work to be performed as indicated herein, and has acknowledged that upon completion of such electrical work (including any minor amendment of the work indicated herein), pursuant to Section 27-3018(b) of the NYC Electrical Code, the Department of Buildings ("Department"), or its certified representative, will be allowed access to inspect such work. I also certify that this signed authorization is available upon request by the Department.	
Licensee Signature SPARKY TESTER Date 10/24/2008	

14	Responsible Representative ("R.R.") / Licensee Statement		
I, the undersigned Responsible Representative (or Licensee associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed as described under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYS Energy Conservation Construction Code.			
			
This application involves a NYCHA Fee Exempt property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
I also acknowledge that the information provided on this application is true to the best of my knowledge.			
Name (please print) SPARKY T TESTER			
Signature of Authorized Licensed Representative _____ Date _____			
SPARKY T TESTER 10/24/2008			
PENALTY FOR FALSIFICATION: Falsification on any statement made herein with intent to defraud or deceive is a misdemeanor (Sec. 27-3017 (b), (c) of NYC Adm. Code) SUBSTANTIAL REVISIONS to this application will require the filing of a new application, with the appropriate fee.			
<table border="1" style="width: 100%;"> <tr> <th style="text-align: left;">Internal Use Only</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Reviewer's Initials: eFiling Date: 10/24/2008 </td> </tr> </table>		Internal Use Only	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Reviewer's Initials: eFiling Date: 10/24/2008
Internal Use Only			
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Reviewer's Initials: eFiling Date: 10/24/2008			

Application # M 281413

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.

Manage Applications: Sent Applications Section

Sent Applications: 5 (show help for this section)				
TO	ADDRESS	CATEGORY	FILING STATUS	LAST SAVED
BRIAN MULLEN	STI - 48 RIDGE AVE	NEW BUILDING	APPLICATION SENT TO REGISTRANT	10/10/2008 8:15 AM
B M	MAN - 60 HUDSON ST	NEW BUILDING	APPLICATION SENT TO REGISTRANT	09/18/2008 7:57 AM
FAIZUL HAQUE	MAN - 280 BROADWAY	REHABILITATION	MODIFIED - NOT VALIDATED	07/22/2008 12:37 PM
SREE SANKU	MAN - 280 BROADWAY	NEW BUILDING	MODIFIED - NOT VALIDATED	04/16/2008 10:07 AM
BRIAN MULLEN	MAN - 244 BROADWAY	REHABILITATION	VALIDATED	07/21/2006 8:50 AM

The “Sent Applications” section lists all applications that you have sent to another eFiling user.

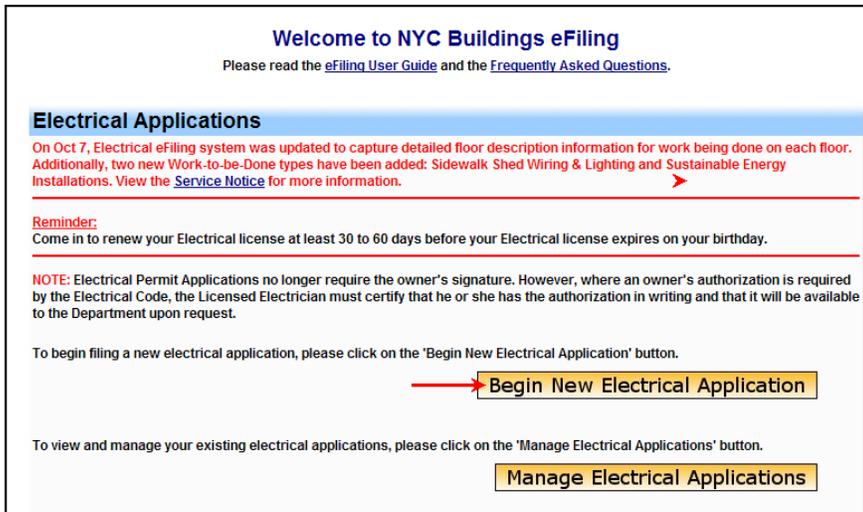
- **To:** The person to whom the application was sent
- **Address:** Address where the work is to be performed
- **Category:** The category of work selected for the application
- **Filing Status:** Status of the application.
- **Last Saved:** Date and time that the applications were last saved

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.

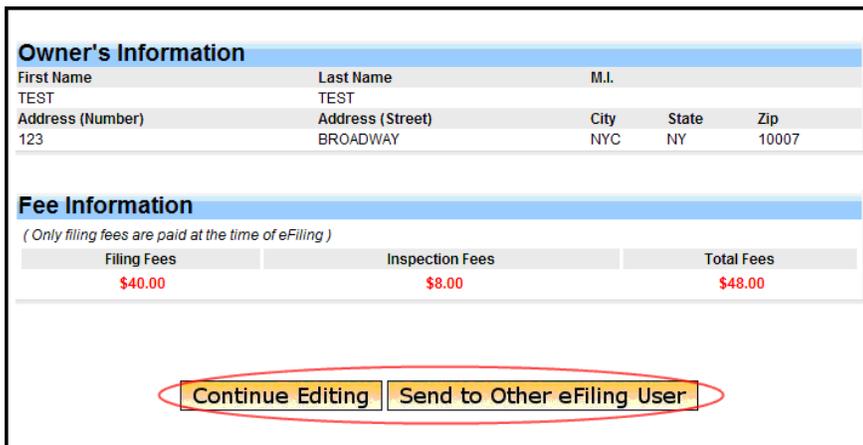
For instructions on how to begin a new application, how to manage applications, and how to obtain owner authorization, please see sections 5.1 and 5.2. To prepare an application, log-into the eFiling system.



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.

Send eFiling Application to Another User

Instructions
Please click on the appropriate button at the bottom to continue.

DOB Reference Number : E024554

Send this application to the licensee BRIAN MULLEN performing the work with License# (A088088)? YES

OR

Enter license number or email address:

The send page will appear.

If you want to send the application to the licensee on the application, click on the “YES” button.

If you want to send the application to another eFiling user, enter the e-mail address and click on the “Send Application” button.

Note: Only the licensee listed on the application can submit the application to DOB. If you send the application to another person, that person must be registered for eFiling with that e-mail address.

5.4 Requesting an Amendment

Submitted Applications: 21 [\(show help for this section\)](#)

APPLICATION #	ADDRESS	CATEGORY	SUBMITTED	ACTIONS
M281419	MAN - 280 BROADWAY	NEW BUILDING	12/09/2008 1:39 PM	Receipt View PDF
M281418	MAN - 2 BROADWAY	REHABILITATION	12/09/2008 1:15 PM	Receipt View PDF
R121341	STI - 37 BROADWAY	MINOR WORK	12/08/2008 4:51 PM	Receipt View PDF
A268833	MAN - 540 MAIN ST	REHABILITATION	11/10/2008 2:41 PM	Receipt View PDF
M281416	MAN - 280 BROADWAY	REHABILITATION	10/29/2008 5:11 PM	Receipt View PDF
M281415	MAN - 120 BROADWAY	MINOR WORK	10/29/2008 4:22 PM	Receipt View PDF
M281414	MAN - 600 BROADWAY	REHABILITATION	10/29/2008 11:31 AM	Receipt View PDF

 [Adobe Acrobat Reader](#)
(required to view PDFs)

Application Number: ←

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.

Licensee Information		
Firm Name	License Number	Firm Number
TESTFIRM2	088088	088088
Address	Telephone	Fax
280 BROADWAY NY NY 10007	212-555-1234	
Jump to bottom		
Category of Work		
N - NEW BUILDING		C of O Related YES
Jump to bottom		
Job Location		
* Borough	* House Number	* Street Name
Manhattan	20	BROADWAY
Special Place Name	* Street / Floor / Room / Apt. No.	
	195500030	
Contractor's Comments		Work Started or Filed by Others
Work to Be Performed by Licensed Firms by 01-10-2009		NO
Work to Be Performed by Licensed Firms as a joint venture as per #27-3013		
NO	Job Start Date	Completion Date
	Jan 02 2009	01-10-2009
Jump to bottom		
* Job Number		
DOB Construction Permit Number (Job/Bis #) 195500030 (Required for New Building or C of O Related)		
Jump to bottom		
* Work to Be Done (Check all that apply - Maximum of 9 selections)		
<input checked="" type="checkbox"/> 1 Service Work/Notify Utility (Must complete Service/Meter Section)	<input type="checkbox"/> 3 Elevator/Escalator/Material Lift	<input type="checkbox"/> 5 Fire Damage
<input checked="" type="checkbox"/> 2 Temporary Construction	<input checked="" type="checkbox"/> 4 Amusement Rides	<input type="checkbox"/> 6 General Wiring
		<input type="checkbox"/> 7 HVAC Wiring
		<input type="checkbox"/> 8 Boiler/Burner Wiring

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.

Licensee Information

Firm Name	License Number	Firm Number
TESTFIRM2	088088	088088
Address	Telephone	Fax
280 BROADWAY TEST RECORD FOR E-FILING NY NY 10007	212-555-1234	

Category of Work

N - NEW BUILDING C of O Related YES

Job Location

Borough	House Number	Street Name
MANHATTAN	200 20	BROADWAY
	Floor / Room / Apt. No.	
	000 123	

Contractor's Comments :
(N/A)
Work to Be Performed by Licensed Firms by 01-10-2009

Work Started or Filed by Others	Work to Be Performed by Licensed Firms as a joint venture as per #27-3013	Job Start Date	Job Completion Date
NO	NO	01 - 01 - 2009	01 - 10 - 2009

Job Number

DOB Construction Permit Number (Job/Bis #)
195500030

Work to Be Done

~~3 - ELEVATOR/ESCALATOR/MATERIAL LIFT~~
1 - SERVICE WORK/NOTIFY UTILITY
2 - TEMPORARY CONSTRUCTION
5 - FIRE DAMAGE

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

Request Amendment

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

Manage Electrical Applications

Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

→ **REQUEST FOR AMENDMENT SENT**

Saved Applications: 152 [\(show help for this section\)](#) **View All...**

ADDRESS	CATEGORY	FILING STATUS	LAST SAVED	DOB REF #	ACTIONS
MAN - 22 BEACH ST	REHABILITATION	NEWLY ADDED	11/19/2008 10:36 AM	E024552	Edit Delete
MAN - 60 BROADWAY	NEW BUILDING	NEWLY ADDED	10/22/2008 12:16 PM	E024538	Edit Delete
MAN - 60 BROADWAY	NEW BUILDING	NEWLY ADDED	10/22/2008 12:16 PM	E024537	Edit Delete
MAN - 56 HUDSON ST	REHABILITATION	MODIFIED - NOT VALIDATED	10/03/2008 12:43 PM	E024517	Edit Delete
MAN - 56 HUDSON ST	REHABILITATION	NEWLY ADDED	09/30/2008 11:46 AM	E024522	Edit Delete
MAN - 296 CHURCH ST	REHABILITATION	MODIFIED - NOT VALIDATED	09/24/2008 12:09 PM	E024509	Edit Delete
MAN - 60 HUDSON ST	REHABILITATION	MODIFIED - NOT VALIDATED	09/19/2008 2:14 PM	E024506	Edit Delete

Begin New Electrical Application

You will receive “REQUEST FOR AMENDMENT SENT” message after successfully completing the Request Amendment.

6 Preparing Job Applications (PW-1)

Welcome to NYC Buildings eFiling

Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Prepare Job Applications

Click [here](#) to review the important eFiling changes that occurred on June 30, 2008.

NOTE: This application uses Pop-Ups and therefore requires Pop-Up blockers to be configured to "Allow Access" to this site. If you attempt to log in to this program and receive a Pop-Up blocker message, or you cannot view the Job Filing Package PDF there is a good chance you have Pop-Up blocker software installed. View the [flyer](#) (1,527 kb) on how to remove the pop-up blocker.

This Application only supports the Internet Explorer or Mozilla Firefox browsers. Use of other browsers may cause unpredictable results, so it is highly recommended that Internet Explorer or Mozilla Firefox be used.

At this time PAAs cannot be prepared in eFiling. All PAAs must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the appropriate [borough office](#).

To begin filing a new job application, please click on the 'Begin New Job Application' button.

To view and manage your existing job applications, please click on the 'Manage Job Applications' button.

To view and manage your address book, please click on the 'Manage Address Book' button.

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"

Tax Lot Characteristics ([show help for this section](#))

Does this application include any lot mergers or reappropriations? Yes No

New Interview style application:

Tax Lot Characteristics ([show help for this section](#))

Does this application include any lot mergers or reappropriations? Yes No

Indicate original tax lot numbers being merged or reappropriated

For new tax lots, indicate tentative tax lot numbers:

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

NYC Buildings eFiling

[Manage Job Applications](#) [LOGOUT](#) [Help](#) **NYC.gov** always open

Logged in as: shobhnat@gmail.com

[Job Info](#) | [Work Types](#) | [Considerations](#) | [Bldg Info](#) | [Comments](#) | [Sched A](#) | [Validate](#)

[Job Location](#) | [Applicant](#) | [Filing Rep](#) | [Owner](#) | [Owner Statements](#) | [Job Desc](#)

FILING AT: MAN - 20 BROADWAY
(Invalid Job Location, see Job Location section Help)

NEW BUILDING - INIT

User Ref ID: 1(2)3 4 DOB Reference Number: T00000049875

New easy-to-use navigation that allows the applicant to go from one section to another seamlessly.

Filing Rep [\(hide help for this section\)](#)

If the filing representative is different than the applicant, the filing representative section must be filled out. All filing representatives must be registered at the Department of Buildings as an [expeditor](#).
 Fax, Mobile Telephone and E-mail are Optional.

*Is the Filing Representative the same as Applicant? Yes No

Property Owner [\(hide help for this section\)](#)

Fields preceded by an * are required to be entered.
 Fax, Mobile Telephone and E-mail are Optional.

Help sections are found through out the document to assist the applicant in filing the PW-1 and answering the question accordingly.

Job Location [\(show help for this section\)](#)

Please enter the following information about the Location where the work will take place.

*Borough Manhattan	*House Number 280	*Street Name BROADWAY	
*Block 00153	*Lot 00001	*BIN 1079215	*CB No. 101

The information provided is verified with the Building Information System

Job Info | Work Types | Considerations | Bldg Info | Comments | Sched A Validate

Job Location | Applicant | Filing Rep | Owner | Owner Statements | Job Desc

FILING AT: MAN - 280 BROADWAY NEW BUILDING - INIT

User Ref ID : 1{2}3 4 DOB Reference Number : T00000049875

Job Info | Work Types | Considerations | Bldg Info | Comments | Sched A Validate

Job Location | Applicant | Filing Rep | Owner | Owner Statements | Job Desc

FILING AT: MAN - 20 BROADWAY NEW BUILDING - INIT
 (Invalid Job Location, see Job Location section Help)

User Ref ID : 1{2}3 4 DOB Reference Number : T00000049875

Pages With Error In Red

Job Info | **Work Types** | Considerations | Bldg Info | Comments | Sched A Validate

Work Types | Cost Information

FILING AT: MAN - 280 BROADWAY NEW BUILDING - INIT

User Ref ID : 1{2}3 4 DOB Reference Number : T00000049875

Please resolve these errors before proceeding:

- WORK TYPE MUST BE SELECTED

Work Types [\(show help for this section\)](#)

*Check only those work types submitted at this time.
 Note: Selecting or unselecting Plumbing, Standpipe & Sprinkler will change previously entered Schedule B information.

<input type="checkbox"/> Boiler	<input type="checkbox"/> Fuel Burning	<input type="checkbox"/> Fuel Storage	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Fire Suppression
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Sprinkler	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Curb Cut
<input type="checkbox"/> Construction Equipment	<input type="checkbox"/> Other	Please Specify...		

Cost Information [\(show help for this section\)](#)

*What type of fees apply to this application? Standard Fees Fee Deferred Fee Exempt

*Total Construction Floor Area (sq. ft.) 999999999 |.00

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.

Job info | Work Types | Considerations | Bldg Info | Comments | Sched A | **Finalize**

FILING AT: MAN - 280 BROADWAY NEW BUILDING - INIT

User Ref ID : 1{2}3 4 DOB Reference Number : T0000049875

Finalize

Click on the "Continue" button to view the Job Filing Package, which will contain a summary Cover sheet, a PW-1 Plan / Work Application form and Schedules A and B form(s) (if appropriate). These forms must be printed and reviewed. These eFiled form(s) must contain the required signatures and seals before being submitted to the appropriate borough office, with all other required plans and documentation.

NOTE: This application uses Pop-Ups and therefore requires Pop-Up blockers to be configured to "Allow Access" to this site. If you receive a Pop-Up blocker message, or you cannot view the Job Filing Package PDF there is a good chance you have Pop-Up blocker software installed. View the [flyer](#) (1,527 kb) on how to remove the pop-up blocker.

You are now ready to print the Job Filing Package. Click on continue to view the PDF.



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.

http://dob-bisweb-dev.buildings.nycnet/eRenewals/JobFiling_Print_PDF?TempJobNumber=T000004984 - Windows Internet Explorer pro

THE BUILDINGS EF1: eFiling Job Application Cover Sheet
Generated by the eFiling application.

You are almost done!
All documents generated by this eFiling must be signed and sealed appropriately and submitted with all other filing requirements to the borough office.

1 Key Application Information This key information was generated based on information provided by the user during the eFiling process.

Filing At: **HARLETTAN - 280 BROADWAY** Forms Generated: **PWL, schedule B**
Validated On: **06/10/2008 2:21 PM**
Filing Type: **ALTERATION 1 (ALL) - SUBSEQUENT (JOB NUMBER NOT PROVIDED)**

2 Filing Fee Estimation The following fee estimation is based on information provided by the applicant.

GRND FEE = 35990 + 130 = 46120 CURR CUT = (3.0000 * 99999) + 100 = 300097	Building Type: 1, 2, OR 3 FAMILY Fee Status: Directive 14: Computed Total Filing Fee: \$340,217.00 Minimum Required Payment: \$340,217.00 Computed Civil Penalty: \$0.00
--	---

- Work Type(s) -
 PL MH EL FB FS
 FP SO SP FA EQ
 CC OT - **FACADE REPAIR**

3 Asbestos Fee Estimation Not included in above estimation, based on information provided by the applicant.
Asbestos fee amount reported (due at filing):
Please note: All fee estimation information in sections 2 and 3 is subject to review and may be revised upon filing.

4 Other Important Information

- The applicant is responsible for reviewing all documentation generated by eFiling for completeness and accuracy. The hard copy documentation, not the electronic record, is the official filing record upon being signed, sealed, and accepted for filing at the Department.
- It is the applicant's responsibility to ensure that the forms generated by eFiling are accompanied by all other required plans and documentation and that all filing submissions are in compliance with applicable codes, laws, rules and regulations.
- Though eFiling checks all applications for errors, other issues may prevent the Department from accepting this filing.

5 Where to File This application with all other requirements must be filed in-person in the borough where the proposed work is to occur.

Office Location: **280 BROADWAY**
NEW YORK, NY 10007
Phone: **(212) 566-0042**
Hours: **8:30 AM - 4:30 PM**

 **DOB Reference Number: T0000049842-000099**
User Ref ID: **AKT1-008**
708

Once you 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

Manage Job Applications
Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Saved Applications: 24 [\(show help for this section\)](#) → **View All...**

USER REF ID	ADDRESS	FILING TYPE	FILING STATUS	LAST SAVED	ACTIONS
1(2)3 4l	MAN - 280 - BROADWAY	NB - INIT	VALIDATED	12/09/2008 3:41 PM	Edit Delete Copy Send
NEXT	-Not Yet Provided-	ALT 2 - SUB	IN PROGRESS	12/09/2008 3:18 PM	Edit Delete Copy Send
NEXT	-Not Yet Provided-	DEMO - INIT	IN PROGRESS	06/23/2008 5:54 PM	Edit Delete Copy Send
CLICK	-Not Yet Provided-	NB - SUB	IN PROGRESS	06/23/2008 5:54 PM	Edit Delete Copy Send
155500070	MAN - 280 - BROADWAY	ALT 1 - INIT (NW)	VALIDATED	06/23/2008 5:53 PM	Edit Delete Copy Send
NEXT	MAN - 280 - BROADWAY	ALT 2 - INIT	VALIDATED	06/23/2008 5:53 PM	Edit Delete Copy Send
COMPARE	MAN - 280 - BROADWAY	ALT 1 - INIT	VALIDATED	06/23/2008 5:53 PM	Edit Delete Copy Send
TESTING	MAN - 20 - BROADWAY	NB - INIT	VALIDATED	06/23/2008 5:52 PM	Edit Delete Copy Send

[Adobe Acrobat Reader](#)
(required to view PDFs)

Begin New Job Application

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”.

Applications Submitted to DOB: 8 [\(show help for this section\)](#) → **View All...**

USER REF ID	ADDRESS	FILING TYPE	JOB - DOC NUMBER	SUBMITTED	ACTIONS
155500212	MAN - 280 - BROADWAY	ALT 1 - SUB	1555002041 - 03	06/23/2008 7:43 PM	Copy Send
BISWEB T	MAN - 280 - BROADWAY	ALT 1 - INIT	155500123 - 01	06/20/2008 3:08 PM	Copy Send
COMPARE	MAN - 280 - BROADWAY	ALT 1 - INIT	155500098 - 01	06/19/2008 11:58 AM	Copy Send
BISWEB T	MAN - 60 - HUDSON ST	ALT 1 - INIT	155500105 - 01	06/19/2008 11:12 AM	Copy Send
ALT1 NW	MAN - 280 - BROADWAY	ALT 1 - INIT (NW)	155500070 - 01	06/18/2008 3:45 PM	Copy Send
155500212	MAN - 280 - BROADWAY	ALT 1 - SUB	155500034 - 02	06/18/2008 3:24 PM	Copy Send
COMPARE	MAN - 280 - BROADWAY	ALT 1 - INIT	155500034 - 01	06/17/2008 3:33 PM	Copy Send
SCHED A	MAN - 280 - BROADWAY	ALT 1 - INIT	155500025 - 01	06/17/2008 10:28 AM	Copy Send

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.

Received Applications: 12 [\(show help for this section\)](#) → **View All...**

USER REF ID	ADDRESS	FILING TYPE	FILING STATUS	LAST SAVED	ACTIONS
TEST	MAN - 280 - BROADWAY	SIGNS - INIT	APPLICATION RECEIVED	12/09/2008 3:58 PM	Edit Delete
NEW TEST	MAN - 100 - GOLD ST	NB - INIT	APPLICATION RECEIVED	12/09/2008 3:58 PM	Edit Delete
TEST	-Not Yet Provided-	ALT 2 - INIT	APPLICATION RECEIVED	12/09/2008 3:57 PM	Edit Delete
TEST	MAN - 280 - BROADWAY	SIGNS - INIT	APPLICATION RECEIVED	12/09/2008 3:57 PM	Edit Delete
ALT 1	MAN - 100 - GOLD ST	ALT 1 - INIT	APPLICATION RECEIVED	12/09/2008 3:57 PM	Edit Delete
NEW TEST	MAN - 100 - GOLD ST	NB - INIT	APPLICATION RECEIVED	12/09/2008 3:57 PM	Edit Delete
TEST	MAN - 280 - BROADWAY	DEMO - INIT	APPLICATION RECEIVED	12/09/2008 3:53 PM	Edit Delete
TEST	-Not Yet Provided-	ALT 2 - INIT	APPLICATION RECEIVED	12/09/2008 3:53 PM	Edit Delete

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

Welcome to NYC Buildings eFiling
Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Prepare Job Applications

Click [here](#) to review the important eFiling changes that occurred on June 30, 2008.

NOTE: This application uses Pop-Ups and therefore requires Pop-Up blockers to be configured to "Allow Access" to this site. If you attempt to log in to this program and receive a Pop-Up blocker message, or you cannot view the Job Filing Package PDF there is a good chance you have Pop-Up blocker software installed. View the [flyer](#) (1,527 kb) on how to remove the pop-up blocker.

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At this time PAAs cannot be prepared in eFiling. All PAAs must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the appropriate [borough office](#).

To begin filing a new job application, please click on the 'Begin New Job Application' button.

Begin New Job Application

To view and manage your existing job applications, please click on the 'Manage Job Applications' button.

Manage Job Applications

To view and manage your address book, please click on the 'Manage Address Book' button.

 **Manage Address Book**

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

Manage Address Book

Address Book

Select a Name Type from the drop down to view the address list
As you add and modify address for Applicant, they will appear on this list.

Applicant Address Book Entries : 1 - 3 of 3

ALL (3)	A (0)	B (0)	C (0)	D (0)	E (0)	F (0)	G (0)	H (0)	I (0)	J (0)	K (0)	L (0)	M (1)
123 (0)	N (0)	O (0)	P (0)	Q (0)	R (0)	S (0)	T (2)	U (0)	V (0)	W (0)	X (0)	Y (0)	Z (0)

ACTION	LAST NAME	FIRST NAME	ADDRESS	CITY, STATE	DEFAULT
Edit Del	MULLEN	BRIAN	123456 BRIAN ST	BRIAN TOWN NY	NO
Edit Del	TANG	SEAN	1 CORAL ST	NYC NY	NO
Edit Del	TINDWANI	SHOBHNA	123456 READE ST	BRIAN TOWN NY	YES

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

Modify Address [\(show help for this section\)](#)

***Name Type**
 Applicant Filing Rep Owner Corp/Condo 2nd Officer Lessee Default Address Yes No

***Last Name** ***First Name** **M.I.** **Applicant Type** **License Number**

Business Name **Email** **Phone**

Address (Number) **Address (Street Name)** **Address (Apt, Suite, Bldg, Unit, etc.)**

City **State** **Zip** **Mobile Telephone** **Fax**

You can also set an Applicant as Default through your address book.

Applicant [\(show help for this section\)](#)

Select Default App TINDWANI, SHOBHNA   Open Address Book

*Last Name	*First Name	M.I.	*Applicant Type	*License Number
MULLEN	BRIAN		Professional Engineer	123456
*Business Name		E-mail		*Phone
BRIAN BUILDERS				111 111 1111
*Address: Number	*Street Name	Apt, Suite, Bldg, Unit, etc.		
123456	BRIAN ST			
*City	*State	*Zip	Mobile Telephone	Fax
BRIAN TOWN	NY	11111		
*Is Directive 14 Acceptance Requested? <input type="radio"/> Yes <input checked="" type="radio"/> No				
*Review is requested under which Building Code? <input checked="" type="radio"/> 2008 <input type="radio"/> 1968 <input type="radio"/> Prior to 1968				
<small>Certain applications cannot be filed for review under the 2008 Code until January 1, 2009. Click here for more information.</small>				
				 Add to 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 AHV Permit' button.

Job Number:

AHV Reference Number:

Lookup Related Permits

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

After Hours Variance - No Change Renewal Application

Premises: 100 BROADWAY 1 BIN: 1001024 Block: 00046 Lot: 00003
 Job Number: 127812786 e-Renewed Based On: 00235813

Job Information

Work on Floor(s): 1 CB No: 101
 Is a residence with 200 feet of the site: Yes
 Description of Work: Construction on

Applicant

Applicant Name: TIM HANKS GC: 603991
 Business Name: ANY THING Business Phone: 2122222222
 Business Address: 123 ANY STREET NEW YORK NY 10066 Business Fax/Email:

After Hours Variance Dates and Times

Select first Date: 02/28/2011 03/01/2011 03/02/2011

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

Sunday	Monday 8:00 PM to 11:00 PM	Tuesday 9:00 PM to 12:00 AM	Wednesday 8:00 PM to 4:00 AM	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/> 02/28/2011	<input type="checkbox"/> 03/01/2011	<input type="checkbox"/> 03/02/2011	03/03/2011	03/04/2011	03/05/2011
03/06/2011	<input type="checkbox"/> 03/07/2011	<input type="checkbox"/> 03/08/2011	<input type="checkbox"/> 03/09/2011	03/10/2011	03/11/2011	03/12/2011
03/13/2011	<input type="checkbox"/> 03/14/2011	<input type="checkbox"/> 03/15/2011	<input type="checkbox"/> 03/16/2011	03/17/2011	03/18/2011	03/19/2011
03/20/2011						

Preview

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.

After Hours Variance - Preview Renewal Application
*REF NBR: 00235831 STORED

Premises: 100 BROADWAY 1 BIN: 1001024 Block: 00046 Lot: 00003
 Job Number: 127812786 e-Renewed Based On: 00235813 Variance Application #: 00235831

Job Information

Work on Floor(s): 1 CB No: 101
 Is a residence with 200 feet of the site: Yes
 Description of Work: Construction on

Applicant

Applicant Name: TIM HANKS GC: 603991
 Business Name: ANY THING Business Phone: 2122222222
 Business Address: 123 ANY STREET NEW YORK NY 10066 Business Fax/Email:

After Hours Variance Dates and Times

Select first Date: 03/02/2011

Date Requested:	Start Time:	End Time:
03/02/2011(Wednesday)	8:00 PM	4:00 AM
03/07/2011(Monday)	8:00 PM	11:00 PM
03/08/2011(Tuesday)	9:00 PM	12:00 AM
03/09/2011(Wednesday)	8:00 PM	4:00 AM
03/14/2011(Monday)	8:00 PM	11:00 PM
03/15/2011(Tuesday)	9:00 PM	12:00 AM

Fee Information

No. Days Billed	Fee for Days	Initial Fee	Total Fees
08	\$640.00	\$300.00	\$940.00

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.

Pay by Credit Card
 (* denotes required fields)

Credit Card Information:

*Country:

*Billing Name:

(exactly as it appears on card)

*Billing Address Line 1:

(exactly as on statement)

Billing Address Line 2:

*City:

*State/Province/Region:

*ZIP/Postal Code:

(exactly as on statement)

*Email Address:

*Confirm Email Address:

*Type of Credit Card:

American Express Visa
 MasterCard Discover

*Card Number (Enter without spaces/dashes):

*Expiration Date (mm/yyyy): /

*Card Verification Number:

(What is this?)

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.

Confirmation

Agency and Item Information

Agency / Division	Item No.	Item Description	Qty	Item Cost (\$US)	Shipping Cost (\$US)	Tax (\$US)	SUBTOTAL (\$US)
Buildings AHV Permit eRenewal	1000000000003	AHV Permit Renewal For: Job:127812786- Ref:00235844	1	940.00	0	0	940.00

Total(\$US): 940.00

Change item info:

Billing Information

Email Address:	ahv@buildings.nyc.gov
Credit Card Type and Last 4 Digits:	VISA 2225
Total Amount To Be Charged:	\$ 940.00

Change billing info:

*I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above.

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!

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!

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

Receipt for After Hours Variance Permit # 00236067

Premises: 100 BROADWAY MANHATTAN Job No: 127812786
 BIN: 1001024 Block: 46 Lot: 3 e-Renewed Based On: 00235813

Receipt Details

Date Issued	Invoice Number	No. of Days Billed	Amount Paid
03/10/2011	80132659	08	\$ 940.00
Valid for: Start Date	Days	Hours From	Hours To
03/15/2011	Tuesday	9:00 PM	12:00 AM
03/16/2011	Wednesday	8:00 PM	4:00 AM
03/21/2011	Monday	8:00 PM	11:00 PM
03/22/2011	Tuesday	9:00 PM	12:00 AM
03/23/2011	Wednesday	8:00 PM	4:00 AM
03/28/2011	Monday	8:00 PM	11:00 PM

Licensee Information

Applicant Name	License Number	Business Name
TIM HANKS	GC 603991	ANY THING
Address	Telephone	Fax
123 ANY STREET NEW YORK NY 10066	212-222-2222	

[Print After Hours Variance Permit](#)

Adobe Acrobat Reader required to view PDF's

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.

NYC Buildings 

After Hours Work Variance Permit

Application Number: 127812786 Valid For: 03/15/2011, Tuesday 9:00 PM - 12:00 AM
 03/16/2011, Wednesday 8:00 PM - 4:00 AM
 03/21/2011, Monday 8:00 PM - 11:00 PM
 03/22/2011, Tuesday 9:00 PM - 12:00 AM
 03/23/2011, Wednesday 8:00 PM - 4:00 AM
 03/28/2011, Monday 8:00 PM - 11:00 PM

Variance Number: 00236067

Address: MANHATTAN 100 BROADWAY
 Floor(s): 1

Issued To: TIM HANKS GC 603991
 Business: ANY THING

Description of Work: *testing, yet again*

SAMPLE

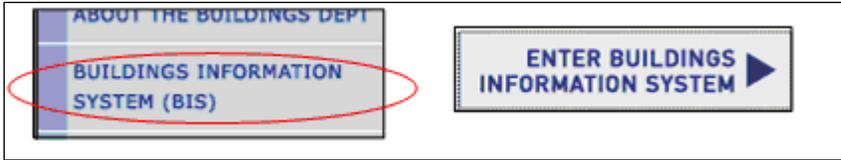
For detailed information regarding this permit, please log on to BISWEB at www.nyc.gov/buildings
 Call 311 with any questions or complaints

Borough Commissioner:  Commissioner of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

OP-112 (2/11)

7.2 Looking up an AHV Information and Permit on BISWeb



Go to BISWeb and enter the job number.

NYC Department of Buildings
Application Details

Premises: 280 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1002			Job No: 181200444 Document: 01 OF 1 Job Type: A1 - ALTERATION TYPE 1		
Document Overview	Items Required	Virtual Job Folder	All Permits	Schedule A	Schedule B
Fees Paid	Forms Received		All Comments	C/O Summary	Plumbing Inspections
Crane Information	Plan Examination			C/O Preview	
After Hours Variance Permits					

Click on the “After Hours Variance Permits” link.

NYC Department of Buildings
After Hours Variance Permits by Job

Premises: 96 BROADWAY MANHATTAN BIN: 1001024 Block: 46 Lot: 3			Job No: 127812786 Job Type: A3 - ALTERATION TYPE 3			
Reference Number	Decision Date	Status	Start Date	End Date	Applicant	Filing Type
00235621	11/11/2011	AHV ISSUED	02/17/2011	02/23/2011	RICHARD SMITH	INITIAL
00235618	11/11/2011	AHV ISSUED		02/11/2011	RICHARD SMITH	INITIAL
00236067	03/10/2011	AHV ISSUED	03/15/2011	03/28/2011	TIM HANKS	RENEWAL

Click on the Reference Number that matches your AHV Reference Number.

NYC Department of Buildings
After Hours Variance Permit Data

Premises: 96 BROADWAY MANHATTAN Job No: [127812786](#)
 BIN: [1001024](#) Block: 46 Lot: 3 Reference Number: 00236064

[Printable \(PDF\) version of After Hours Variance Permit](#)

1 Filing Status Information

Work Permit No: [127812786](#) e-Renewed based on: [00235968](#) Status: AHV ISSUED
 eFiled: Yes Decision Date: 03/10/2011
 Fee Exempt: No Number of Days Billed: 4 Total Fee: \$32.00

2 Location Information (Filed At)

House No(s): 100 Street Name: BROADWAY
 Borough: MANHATTAN Block: 46 Lot: 3 BIN: [1001024](#) CB No: 101
 Work on Floor(s): 1-3 Apt/Condo No(s):

3 Contractor

Name: TIM HANKS
 Business Name: ANY THING Business Phone: 212-222-2222
 Business Address: 123 ANY STREET NEW YORK NY 10066
 E-Mail:
 License Number: [603991](#) License Type: GC

5 Variance Information

Is a residence within 200 feet of the site? Yes No

Valid For:

Start Day:	Days:	Hours From:	Hours To:
03/11/2011	Friday	8:00 PM	10:00 PM
03/12/2011	Saturday	10:00 AM	5:00 PM
03/18/2011	Friday	8:00 PM	10:00 PM

Click on the link for a printable version of the permit.




After Hours Work Variance Permit

Application Number: 127812786 Valid For: 03/05/2011, Saturday 9:00 AM - 4:00 PM
 03/06/2011, Sunday 9:00 AM - 8:00 PM
 03/07/2011, Monday 7:00 PM - 11:00 PM
 03/09/2011, Wednesday 8:00 PM - 4:00 AM
 03/10/2011, Thursday 7:00 PM - 5:00 AM

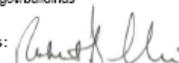
Variance Number: 00235841

Address: MANHATTAN 100 BROADWAY
 Floor(s): 1-2

Issued To:
 Business:
 Description of Work:

SAMPLE

For detailed information regarding this permit, please log on to BISWEB at www.nyc.gov/buildings
 Call 311 with any questions or complaints

Borough Commissioner:  Commissioner of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

OP-112 (2/11)

8 Limited Alteration Applications (LAA)

8.1 Submitting an LAA Job Application

Limited Alteration Applications

eFiling has been expanded to allow licensees to submit LAA applications online. Click [here](#) to view the service notice.

Note: This system cannot be used for Legalization applications, Gas: Direct Vent or Dryer applications, if the property or if currently has a WWOP violation.

At this time PAAs, withdrawals, and superseding of an applicant cannot be prepared in LAA eFiling. These application types must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the LAA unit.

To View and manage your existing LAA applications, select the license and click on the 'Manage LAA Applications' button.

License: F-000771 P-001582

Don't see your other licenses? Go to Manage Account and add them!

To create an LAA online select the "Begin New LAA Application" button

Welcome to the Limited Alteration Application Form

Please enter the following information and click "Next" ([show help for this section](#))

*User Ref ID: LAA-01 Use any combination of numbers and letters you want to identify this application.

*License Type: MASTER PLUMBER FIRE SUPPRESSION CONTRACTOR B

Next >

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.

Welcome to the Limited Alteration Application Form

Please enter the following information and click "Next" ([show help for this section](#))

*User Ref ID: LAA-01 Use any combination of numbers and letters you want to identify this application.

*License Type: MASTER PLUMBER FIRE SUPPRESSION CONTRACTOR B

License Number: 000000

Last Name: DOE

First Name: JOHN

Business Name: MINI BUSINESS 1 MINI BUSINESS 2

Business Address: 552551 MERRICK BLVD SPRINGFIELD GARDENS, NY 11434

Business Phone: 555-555-5555

Email: LAA@EMAIL.COM

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.

Welcome to the Limited Alteration Application Form

User Ref ID : LAA-01 DOB Reference Number : T00000260982

Job Location *(show help for this section)*

Please enter the following information about the Location where the work will take place.

*Borough	*House Number	*Street Name
Manhattan	280	Broadway
*Block	*Lot	
153	1002	
Apartment/Condo Numbers		
Numeric Floor Ranges		
3 thru 4		
Specific Floors		
*User Ref ID		
LAA-01		

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.

Additional Information *(show help for this section)*

Please enter the following additional information

*Building Characteristics	Select One
*Estimated Cost of Work	\$.00
*Legalization	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Fee Exempt	<input type="radio"/> Yes <input type="radio"/> No

I understand the building or property, for which the work described in this application will be performed, is used exclusively for the purposes articulated in 28-112.1 of the New York City Building Code. The Department of Buildings will verify fee exempt applications by verifying the current Department of Finance, NYC Property Assessment roll, has an assessment value of zero.

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.

Description of Work *(show help for this section)*

License Type:	MASTER PLUMBER
License Number:	000000
Last Name:	DOE
First Name:	JOHN
*Business Name:	<input checked="" type="radio"/> MINI BUSINESS 1 <input type="radio"/> MINI BUSINESS 2
Business Address:	552551 MERRICK BLVD SPRINGFIELD GAR, NY 11434
Business Phone:	555-555-5555
Email:	
*Type of Work:	ADD/REPLACE/REPAIR/REARRANGE SPRINKLER HEADS/PIPING
*Asbestos Abatement Compliance:	
<input checked="" type="radio"/> The Scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection(DEP).	
<input type="radio"/> The Scope of work does not require related asbestos abatement as defined in the regulations of the NYC DEP	
<input type="radio"/> The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plan submitted for approval on or after April 1, 1987. in accordance with §28-106.1.	
*Description of Work (For Boiler jobs, must include) : 1) Manufacturer Name, 2) MEA# 3) Model 4) #Boilers,5) Input BTUs/hr, and 6) Output BTUs/hr	
<input type="text" value="Enter description of work to be performed here..."/>	

↔

Click "Save Draft" to save your application and continue working, or click "Preview" to display the completed application.

Welcome to the Limited Alteration Application Form Preview

User Ref ID : LAA-2 DOB Reference Number : T0000260982

Job Location

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY
Block	Lot	
00153	01002	

Apartment/Condo Numbers
Work on Floor(s):
007

Additional Information

Building Characteristics	1-2 FAMILY
Estimated Cost of Work	\$100.00
Legalization	No
Fee Exempt	No

Description of Work

License Type: MASTER PLUMBER
License Number: 000000
Last Name: DOE
First Name: JOHN
Business Name: MINI BUSINESS 1
Business Address: 552551 MERRICK BLVD SPRINGFIELD GAR, NY 11434
Business Phone: 555-555-5555
Email:
Type of Work: WATER PIPING

Asbestos Abatement Compliance:
The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plan submitted for approval on or after April 1, 1987, in accordance with §28-106.1.

Description of Work
NEW WATER FOUNTAIN.

Fee Information

Estimated Fee	Fuel Conversion Fee	Total Fee
\$130.00	\$0.00	\$130.00

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.

Electronically Sign and Seal this Application

Agreement

I, **MINI CHERIYAN**, the Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Licensed Master Plumber, Licensed Fire Suppression Contractor, or Licensed Oil Burner Installer submit this Limited Alteration Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform limited plumbing, limited sprinkler, or limited standpipe work as described herein and in so doing acknowledge that all limited plumbing, limited sprinkler, or limited standpipe work to be performed as described under this application will be done under my supervision and in accordance with all applicable codes, rules and regulations, including but not limited to, the NYC Construction Codes and NYC Energy Conservation Construction Code. I also acknowledge that the information provided on this application is true to the best of my knowledge. Substantial Revisions to this application will require the filing of a new application with the appropriate fee.

I understand and agree that by personally entering my user ID and password below, clicking on “Apply Your Seal” and clicking on “Submit this Signed & Sealed Application”, I am electronically signing, sealing, and filing my Limited Alteration application with the Department of Buildings. I understand that the electronic signature and seal shall have the same validity and effect as a signature and seal affixed by hand. I understand that knowing falsification of any statement in this document is a misdemeanor and is punishable by a fine, imprisonment, or both, under Article 203 of the NYC Administrative Code, and New York State Penal Law.

User Ref ID :LAA-01 DOB Reference Number : T00000260982

Electronic Signature & Seal

Enter your eFiling logon information below

Please Enter Email Address :

Please Enter Password :

CLICK HERE
TO APPLY YOUR
SEAL

Submit this Signed & Sealed Application

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.

Confirmation

Agency and Item Information

Agency / Division	Item No.	Item Description	Qty	Item Cost(\$US)	Shipping Cost (\$US)	Tax(\$US)	SUBTOTAL(\$US)
Buildings LAA eFiling	1000000000004	LAA Permit Renewal For:LAA-01 - T00000260982	1	441.00	0	0	441.00
Total(\$US):							441.00

Change item info:

Billing Information

Email Address:	LAA@EMAIL.COM
Credit Card Type and Last 4 Digits:	VISA 2225
Total Amount To Be Charged:	\$ 441.00

Change billing info:

*I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above.

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!**

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!**

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

Receipt for LAA Permit # 140001511

Premises: 280 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1002		Job No: 140001511 DOB Reference Number: T00000260982
---	--	---

Receipt Details		
Date Issued	Invoice Number	Amount Paid
09/23/2011	80132817	\$130.00
Application Security Number (what's this?) 4D11A603E1FFBE45F8BC7ACD4D00773BCE978EF9		

Licensee Information		
Applicant Name	License Number	Business Name
JOHN DOE	MASTER PLUMBER 000000	MINI BUSINESS 1
Address	Telephone	Fax
552551 MERRICK BLVD SPRINGFIELD GAR NY 11434	555-555-5555	

[View Image of Application](#)
[Print LAA Permit](#)
Adobe Acrobat Reader required to view PDFs

Once the payment is processed, the LAA receipt will display.

To print the LAA permit, click on the "Print LAA Permit" link.

NYC Buildings		
LAA Permit Department of Buildings		
Permit Number: 199992019-LAA	Issued: 09/16/2011	Expires: 09/16/2012
Address: MANHATTAN 280 BROADWAY	Issued to: ARTHUR CORDES	Business: DEPT OF BUILDINGS
Floors: 001,012	Licensee No: F - 999911	
Description of Work: Fire Suppression: ADD/REPLACE/REPAIR/REARRANGE SPRINKLER HEADS/PIPING TESTING PIPES SYSTEM		
Emergency Telephone Day or Night: 311		
Borough Commissioner: 	Commissioner of Buildings: 	
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.		

OP-35A (2/05)

8.2 Managing LAA Job Applications

Limited Alteration Applications
 eFiling has been expanded to allow licensees to submit LAA applications online. Click [here](#) to view the service notice.

Note: This system cannot be used for Legalization applications, Gas: Direct Vent or Dryer applications, if the property or if currently has a WWOP violation.

At this time PAAs, withdrawals, and superseding of an applicant cannot be prepared in LAA eFiling. These application types must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the LAA unit.

Begin New LAA Application

To View and manage your existing LAA applications, select the license and click on the 'Manage LAA Applications' button.

License: F-000771 P-001582 **Manage LAA Applications**

Don't see your other licenses? Go to [Manage Account](#) and add them!

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

Manage LAA Job Applications
 Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Saved Applications: 43 [\(show help for this section\)](#) **View All...**

USER REF ID	ADDRESS	FILING STATUS	LAST SAVED	ACTIONS
LAA-2	MAN - 280 - BROADWAY	VALIDATED	09/22/2011 11:49 AM	Edit
LAA-01	MAN - 280 - BROADWAY	SENDING APPLICATION TO E-PAYMENT	09/21/2011 4:29 PM	Edit
TEST	MAN - 280 - BROADWAY	VALIDATED	09/21/2011 2:02 PM	Edit
TEST	MAN - 280 - BROADWAY	VALIDATED	09/21/2011 1:57 PM	Edit
TESTLAA	-Not Yet Provided-	IN PROGRESS	09/02/2011 3:32 PM	Edit
TTDTD	MAN - 280 - BWAY	IN PROGRESS	08/23/2011 10:13 AM	Edit
TESTING	-Not Yet Provided-	IN PROGRESS	08/16/2011 2:44 PM	Edit
TESTING	-Not Yet Provided-	IN PROGRESS	08/16/2011 2:43 PM	Edit

Begin New LAA Application

Applications Submitted to DOB: 19 [\(show help for this section\)](#) **View All...**

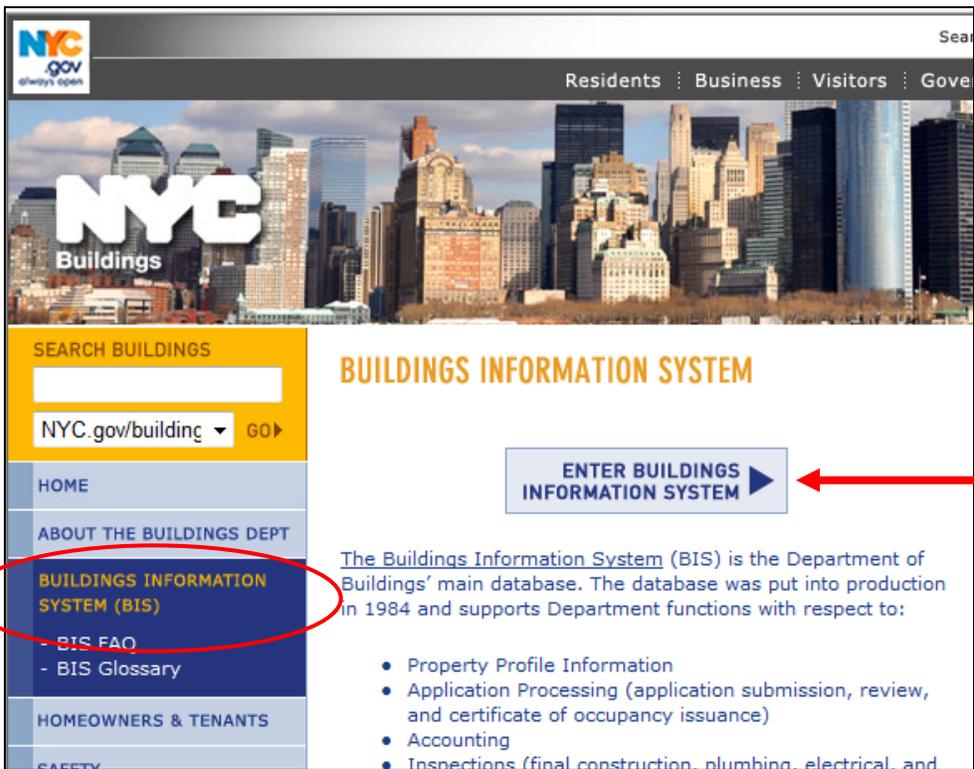
USER REF ID	ADDRESS	JOB - DOC NUMBER	SUBMITTED	ACTIONS
TEST LAA	MAN - 280 - BROADWAY	140001502 - 01	09/16/2011 1:03 PM	Receipt View PDF
TESTLAA	BKN - 1285 - DEAN ST	340005283 - 01	09/16/2011 12:49 PM	Receipt View PDF
TEST	MAN - 280 - BROADWAY	140001496 - 01	09/16/2011 11:37 AM	Receipt View PDF
TESTLAA	MAN - 280 - BROADWAY	140001405 - 01	09/06/2011 12:25 PM	Receipt View PDF
TEST2	BKN - 1285 - DEAN ST	340005265 - 01	09/02/2011 3:48 PM	Receipt View PDF
TEST1	MAN - 280 - BROADWAY	140001290 - 01	08/25/2011 12:43 PM	Receipt View PDF
TESTTTTTT	MAN - 280 - BWAY	140001227 - 01	08/22/2011 4:58 PM	Receipt View PDF
EXEMPT	MAN - 280 - BROADWAY	-	08/22/2011 4:33 PM	Receipt View PDF

[Adobe Acrobat Reader](#)
(required to view PDFs)

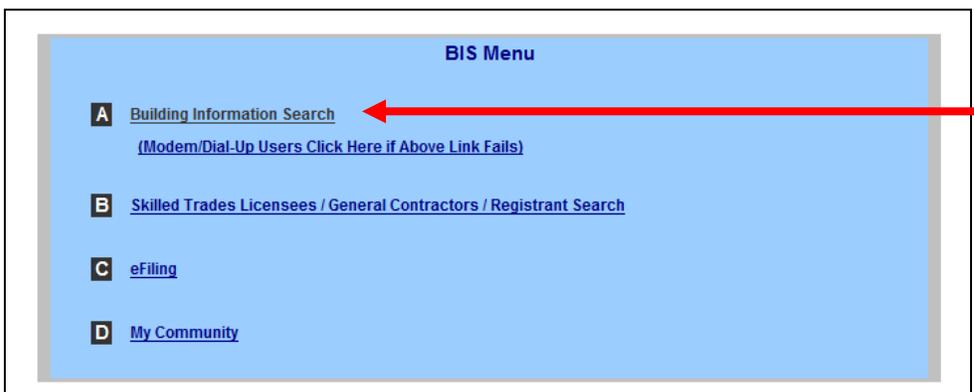
Select from saved applications not yet submitted to continue application processing.

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.



Click the link for Building Information Search.

Application Searches

9 BIS Job Number: Doc Number (optional):

10 Permit Number:

11 BIS Plumbing Work Order Number:

12 Permits by Issue Date:
Start Month: Day: Year:
(optional) End Month: End Day: End Year:
Select Permit Type

Enter the BIS job number and click "Go".

NYC Department of Buildings
LAA Application Details

Premises: 280 BROADWAY MANHATTAN
BIN: 1079215* Block: 153 Lot: 1002 LAA #: 199992019

[Documents Collected](#) | [Plumbing Insp](#) | [Payment History](#) | [Virtual Job Folder](#)

[Printable \(PDF\) version of Permit](#)

Last Action: APPROVED - 09/16/2011 (E)

Pre-Filed: 09/16/2011	Building Type: COMMERCIAL	Estimated Total Cost: \$16,000.00
Approved: 09/16/2011	Fee Structure: EXEMPT	Filing Method: PAPER
Expiration: 09/16/2012		

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.

NYC Buildings 

LAA Permit Department of Buildings

Permit Number: 199992019-LAA	Issued: 09/16/2011	Expires: 09/16/2012
Address: MANHATTAN 280 BROADWAY	Issued to: ARTHUR CORDES	Business: DEPT OF BUILDINGS
Floors: 001,012	Licensee No: F - 999911	
Description of Work: Fire Suppression: ADD/REPLACE/REPAIR/REARRANGE SPRINKLER HEADS/PIPING TESTING PIPES SYSTEM		

Emergency Telephone Day or Night: 311

Borough Commissioner:  Commissioner of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

OP-35A (2/05)