New York City Department of Buildings

DOB NOW: Build

Plumbing, Sprinkler, and Standpipe Job Filings
Filing Representative User Manual

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

As of December 7, 2016

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Introduction

DOB NOW: *Build* has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Build*** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals. **DOB NOW: *Build*** will be released in phases throughout 2016 and 2017. In 2018, DOB NOW will be completed and will be the entry point for all DOB transactions.

DOB NOW: *Build* Manual Overview

This user manual provides step-by-step instructions for Filing Representatives to create and track job filing applications through **DOB NOW: *Build***. The manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

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

Accessing DOB NOW: *Build*

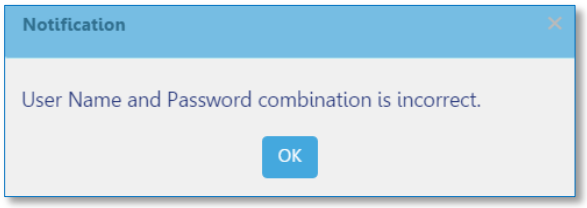
This section will guide you through how to access and navigate DOB NOW: *Build*. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

Access DOB NOW: *Build*

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

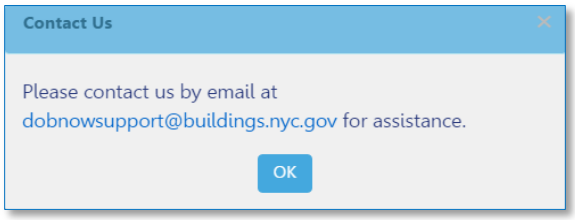
Navigate to the DOB NOW: *Build* login page by going to the following link: **www.nyc.gov/dobnow**

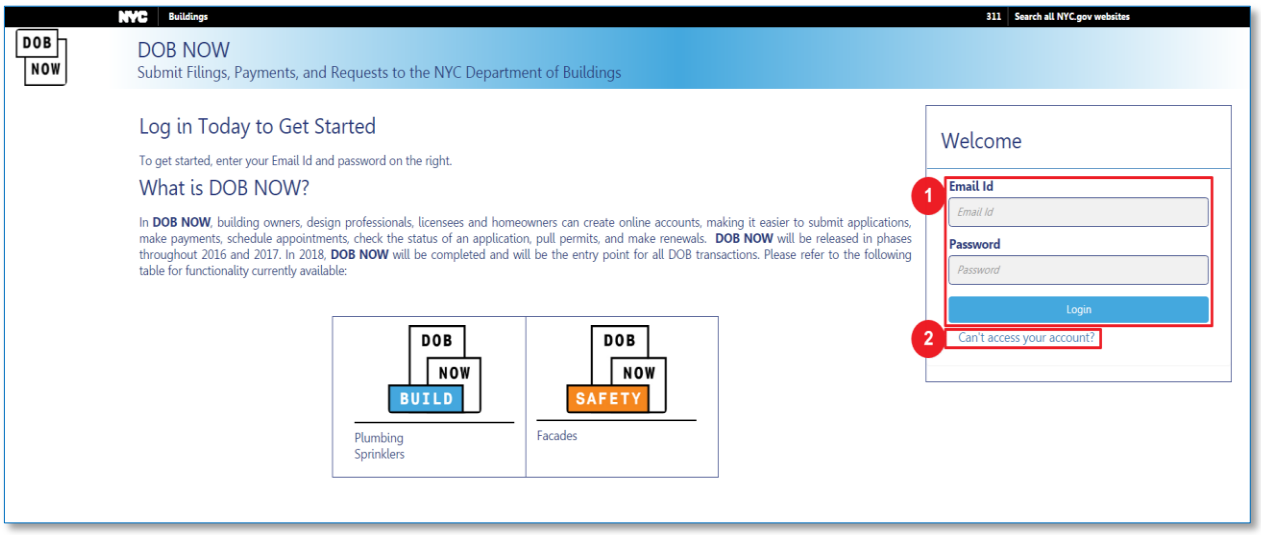
1. Enter the Email ID and Password created for the *eFiling* system, then click **Login**.



Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.

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





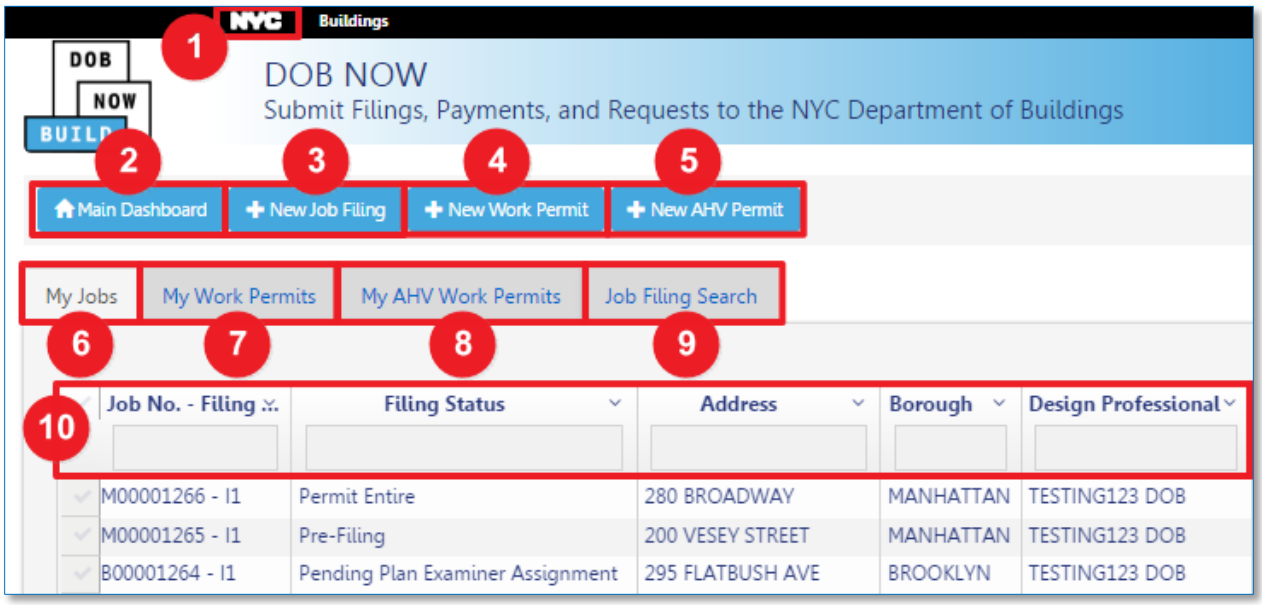
*Please Note: Without a confirmed **eFiling** account, you will be unable to login to DOB NOW: Build. If you don't have an eFiling account you can register for one by clicking on the following link: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp*

After logging in, navigate to DOB NOW: *Build* by clicking on the DOB NOW: *Build* icon.

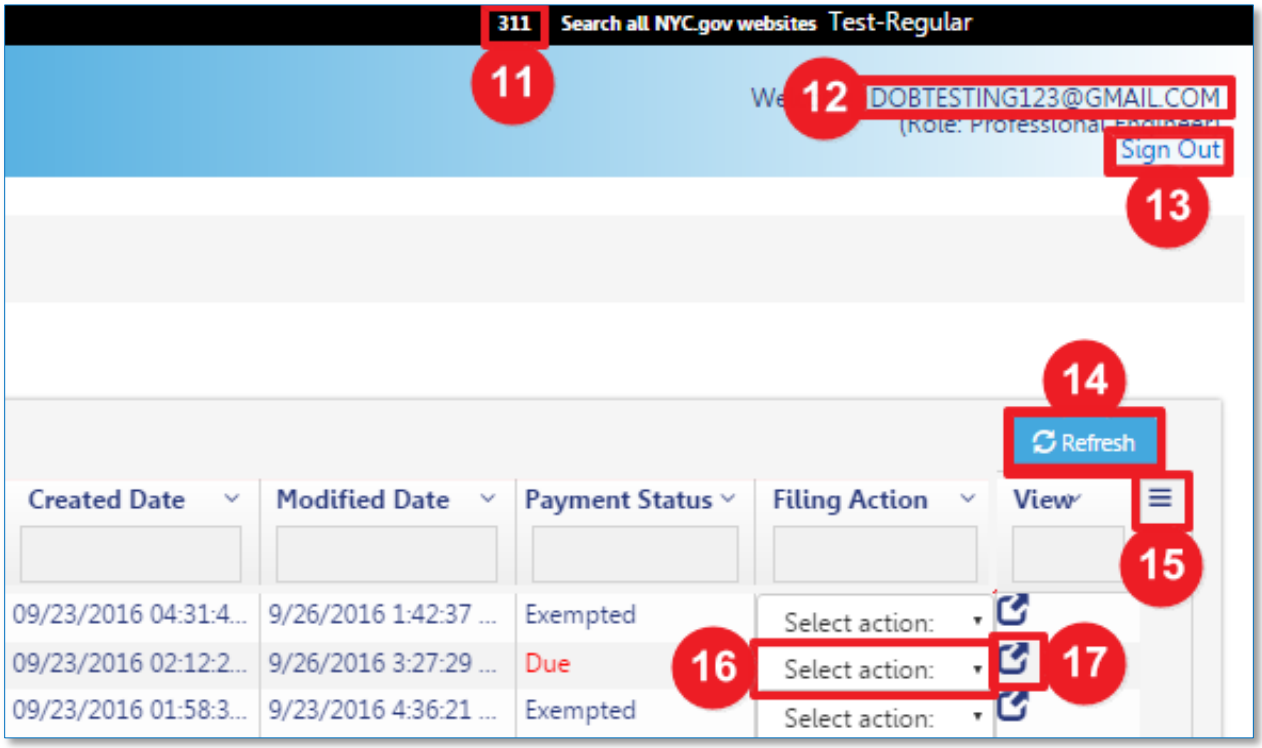
DOB NOW: *Build* Dashboard Orientation

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

1. **NYC.gov Link:** Link to the NYC.gov homepage. Clicking here will take you out of DOB NOW: *Build.*
2. **Main Dashboard:** Displays Main Dashboard
3. **New Job Filing:** Create a new job filing.
4. **New Work Permit:** Create a new work permit.
5. **New AHV Permit:** Create a new after hour variance (AHV) permit.
6. **My Jobs:** Displays a list of all jobs that you created or are associated with.
7. **My Work Permits:** Displays all permits that are part of your existing jobs.
8. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.
9. **Job Filing Search:** Search all existing DOB NOW: *Build* jobs.
10. **List of grid columns:** My Jobs, My Work Permits, and My AHV Work Permits tabs each contain their own unique columns of information:
    a. You are able to sort the data in ascending or descending order, and also hide the column by clicking on the little arrow next to the column name.
    b. Search each field at the top of every column for specific values within that column.



11. **311 Link:** Link to the 311 homepage.
12. **Logged User:** Identifies the **User** Name and System Role associated with the user account.
13. **Sign Out:** Sign out of the DOB NOW: *Build* system.
14. **Refresh:** Refreshes the data to display the most recent information.
15. **Column Editor:** Pick which columns are displayed in the grid.
16. **Filing Action:** Select a filing action for the job filing.
17. **View:** Directs you to the job filing page



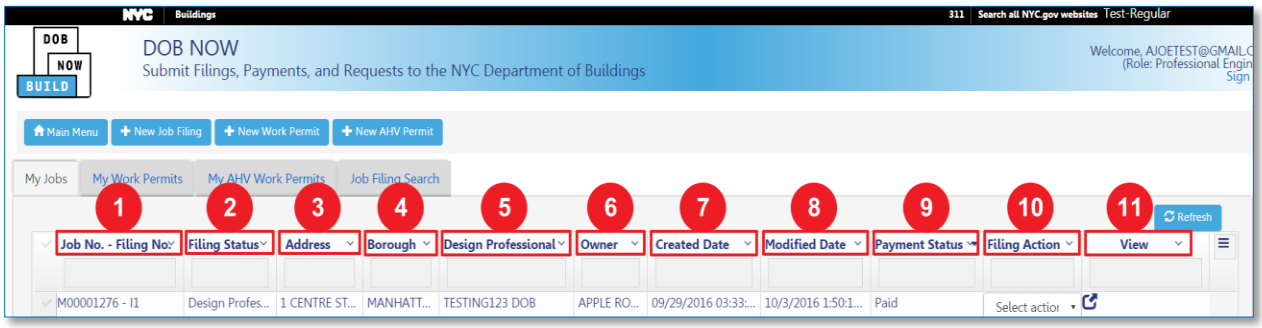
DOB NOW: *Build* Dashboard Tabs

This section guides you through the actions that you can take from the **My Jobs**, **My Work Permits**, **My AHV Work Permits**, and **Job Filing Search** tabs.

My Jobs Tab

The default dashboard screen is the **My Jobs** tab. Under this tab the following information is displayed:

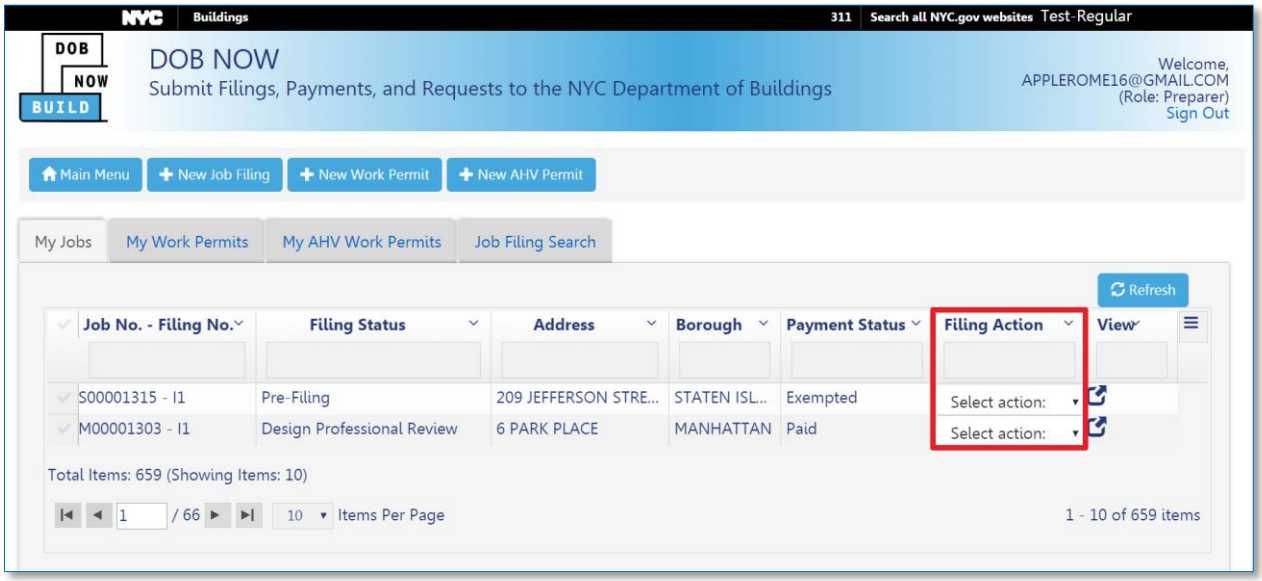
1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated row. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Filing Status:** A description of the job filing status is found here. Some examples include *Permit Entire*, *Pre-Filing*, *Approved*, and *On Hold*.
3. **Address:** Contains the relevant address for the associated filing
4. **Borough:** Contains the relevant borough for the associated filing
5. **Design Professional:** Names the designated design professional for the associated filing
6. **Owner:** Names the designated owner of the associated filing address
7. **Created Date:** The date on which the filing was created
8. **Modified Date:** The time and date on which the filing was last modified
9. **Payment Status:** A description of the payment status is found here. Some examples include *Paid*, *Due*, and *Exempted*.
10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details
11. **View:** provides row sorting options such as *Sort Ascending*, *Sort Descending*, or *Hide Column*



My Jobs Filing Actions

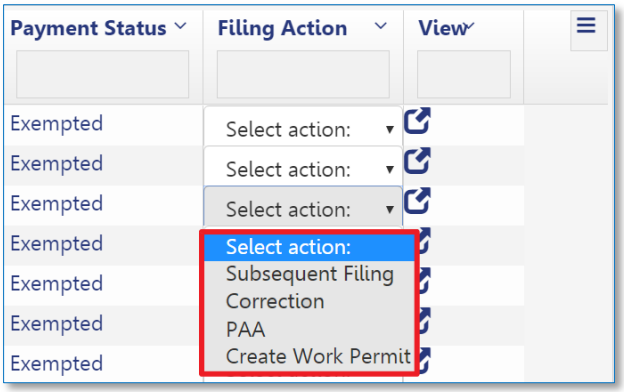
Depending on the filing status of the job filings listed under the **My Jobs** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

*Please Note: Options available in dropdown menus will change depending on the status of your filing. Every **Filing Action** will not always be available. All **Filing Actions** will be described in later sections.*



Possible actions include:

- **Subsequent Filing**
- **Create Work Permit**
- **PAA**
- **Correction**



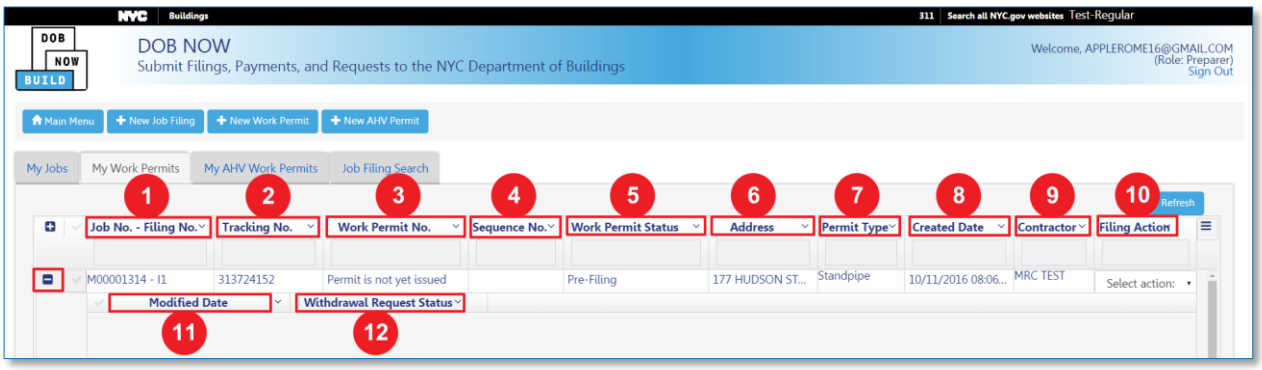
My Work Permits Tab

This section describes the **My Work Permits** tab. Under this tab the following information is displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Tracking No.:** Contains the tracking number for the associated work permit
3. **Work Permit No.:** Contains the job and filing identification number along with the permit number of the associated filing
4. **Sequence No.:** Contains the relevant sequence number of the associated work permit
5. **Work Permit Status:** A description of the work permit status is found here. Some examples include *Signed Off*, *Pre-Filing*, and *QA Review*.
6. **Address:** Contains the relevant address of the associated filing
7. **Permit Type:** The type of permit requested for the associated filing
8. **Created Date:** The time and date on which the permit was first filed
9. **Contractor:** Names the designated contractor for the associated filing
10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

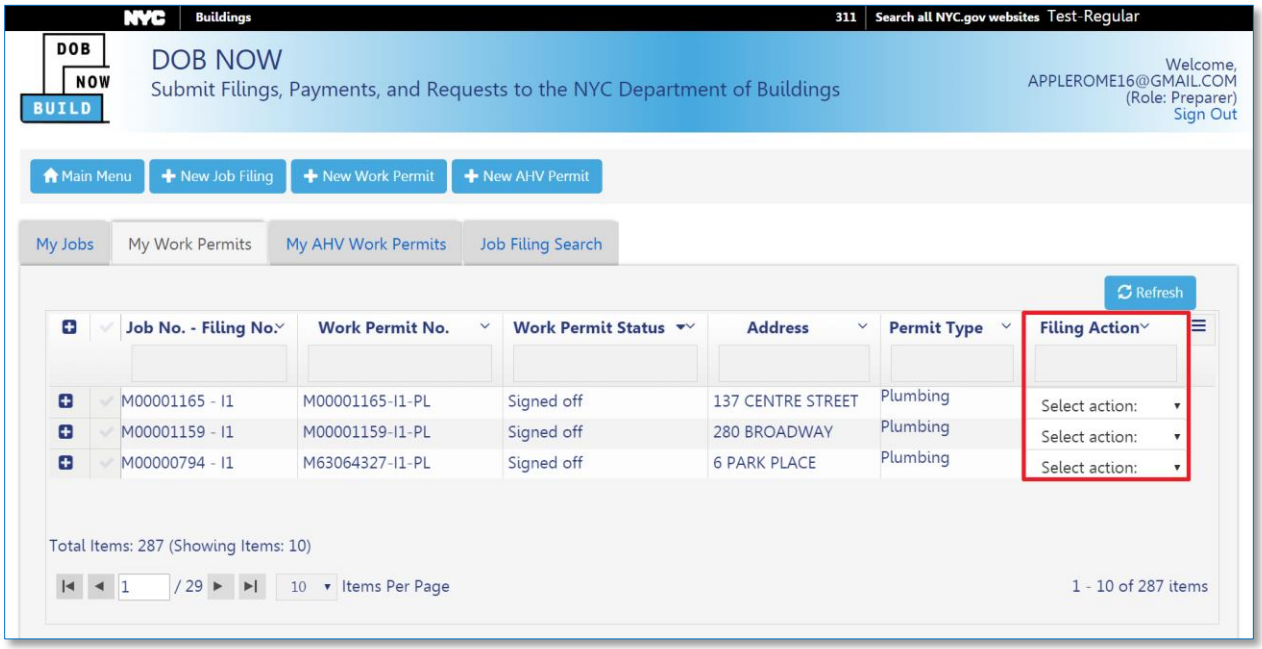
    Please Note: To access all columns, click the expand icon located left of the grid

11. **Modified Date:** The time and date on which the filing was last modified
12. **Withdrawal Request Status:** If a withdrawal has been requested, the status of that request will display here



My Work Permits Filing Actions

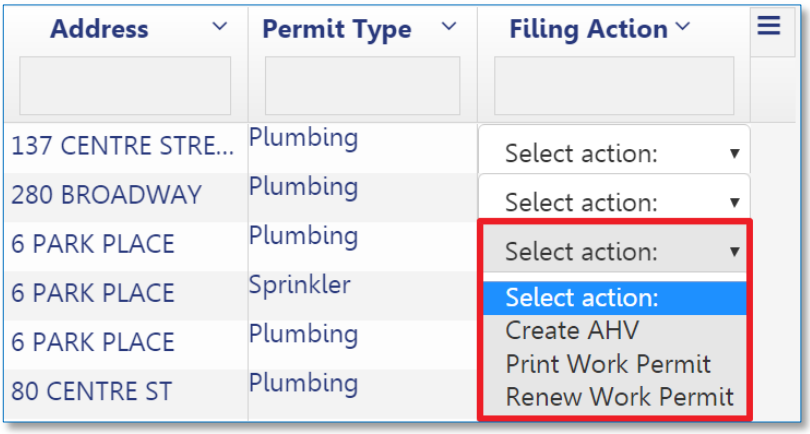
Filing Representatives associated with the job filing will be able to view the permits in the My Work Permits tab. For permits listed under **My Work Permits** tab, you can take the following actions from the dropdown menu under the **Filing Action** column:



*Please Note: All **Filing Actions** will be described in later sections.*

Possible actions include:

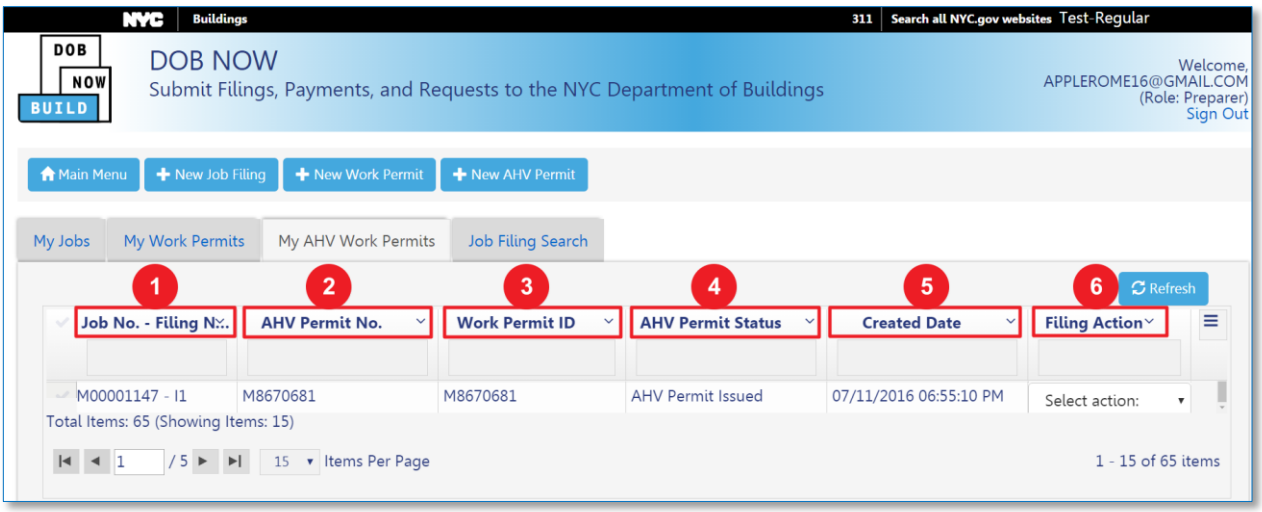
- **Create AHV**
- **Print Work Permit**
- **Renew Work Permit**



My AHV Work Permits Tab

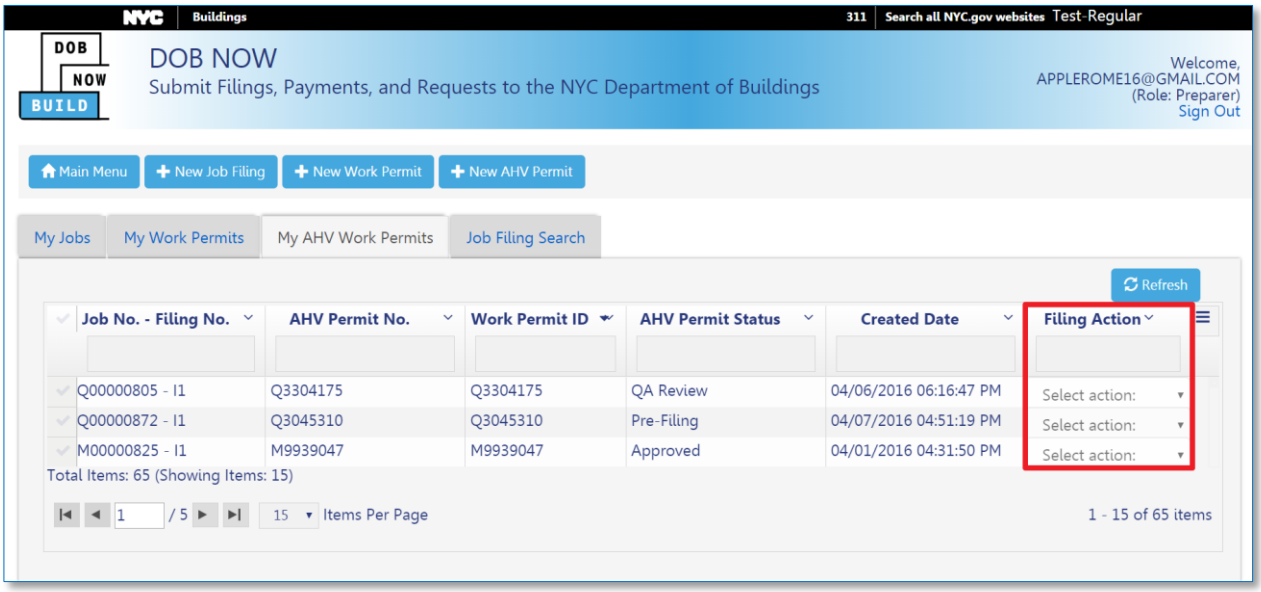
This section describes the **My AHV Work Permits** tab. Under this tab, information about **After Hours Variance** (AHV) permits are displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **AHV Permit No.:** Contains the permit number for the associated AHV work permit
3. **Work Permit ID.:** Contains the borough identification letter along with the permit number of the associated filing
4. **AHV Permit Status:** A description of the AHV permit status is found here. Some examples include *Approved*, *Pre-Filing*, and *QA Review*.
5. **Created Date:** The time and date on which the permit was first filed
6. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details



My AHV Work Permits Grid Filing Actions

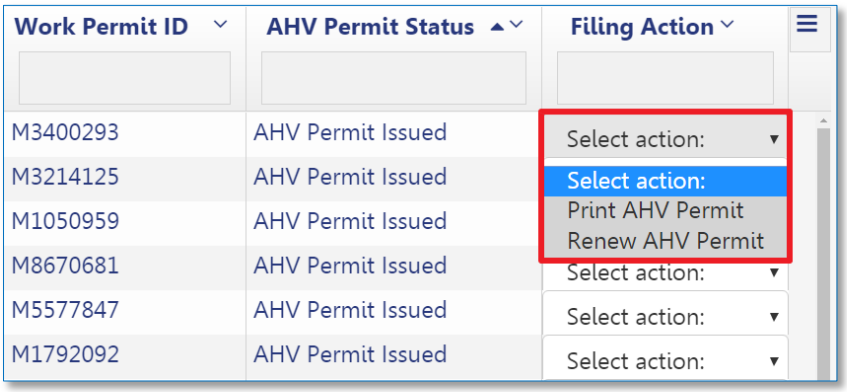
Filing Representatives associated with the job filing will be able to view the permits in the **My AHV Work Permits** tab. For permits listed under this tab, you can take the following actions from the dropdown button under the **Filing Action** column:



Please Note: ***Filing Actions*** *in the* ***My AHV Work Permits*** *tab will only be available once the associated AHV work permit has been created in the* ***My Work Permits*** *tab. All* ***Filing Actions*** *will be described in later sections.*

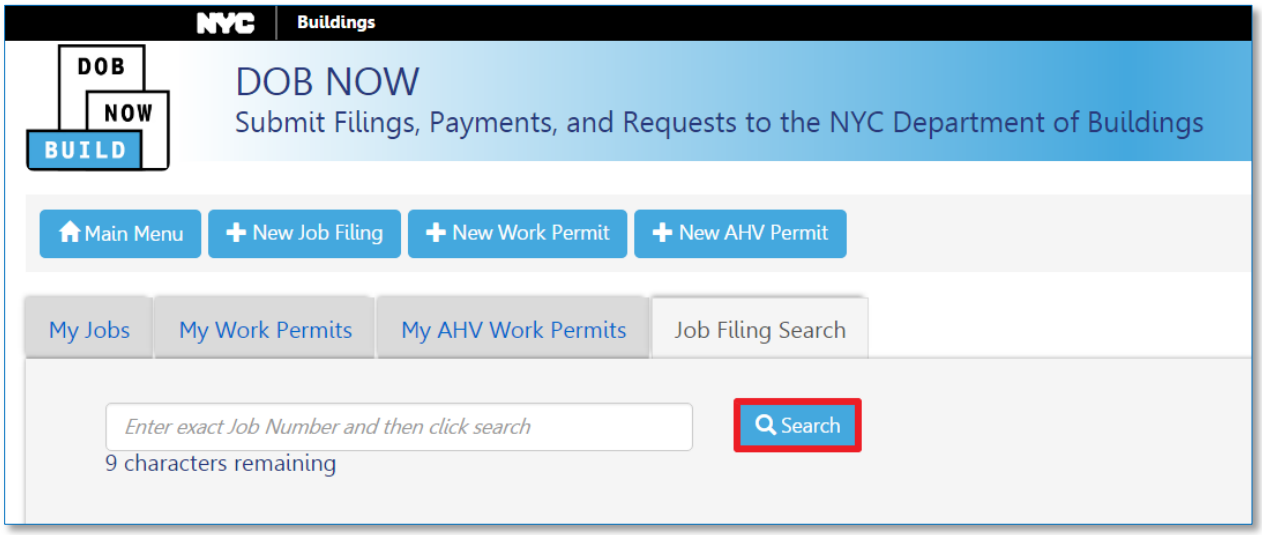
Possible actions include:

1. **Print AHV Permit**
2. **Renew AHV Permit**

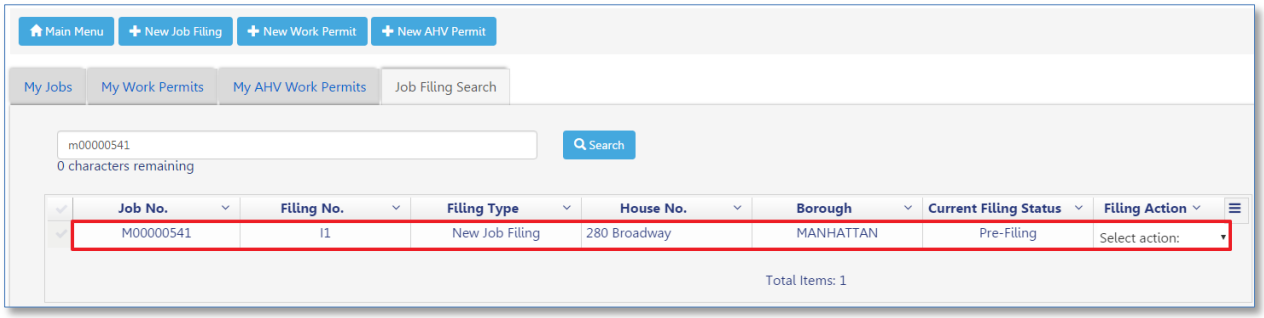


Job Filing Search

The **Job Filing Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

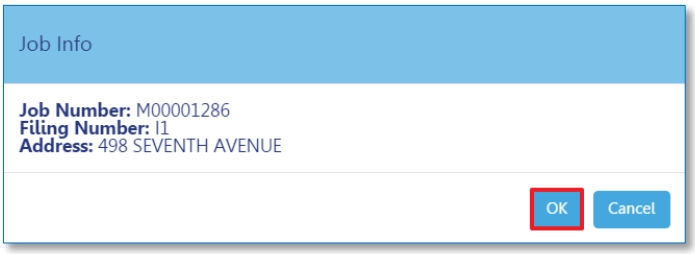


The results will be listed in the grid as shown below:

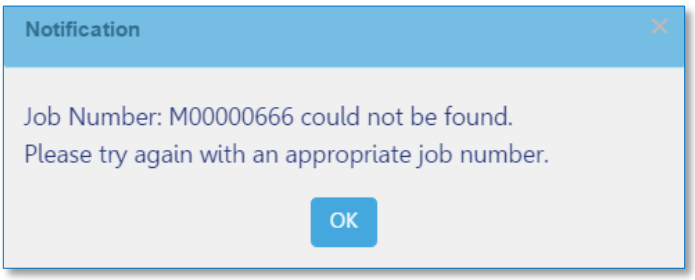


To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

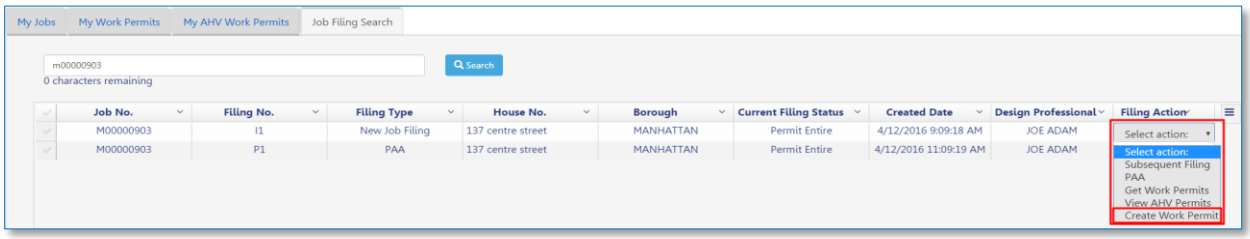


If the job filing number you entered cannot be found by the system, you will receive the message requesting an appropriate job number.

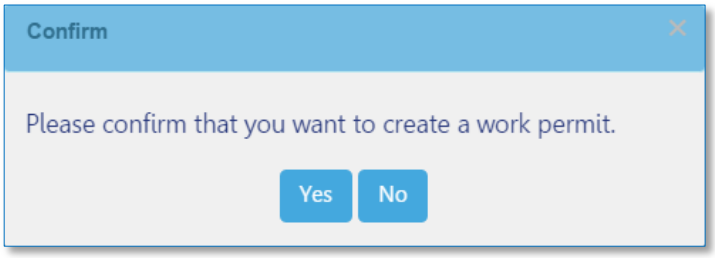


Create New Work Permit from Job Filing Search

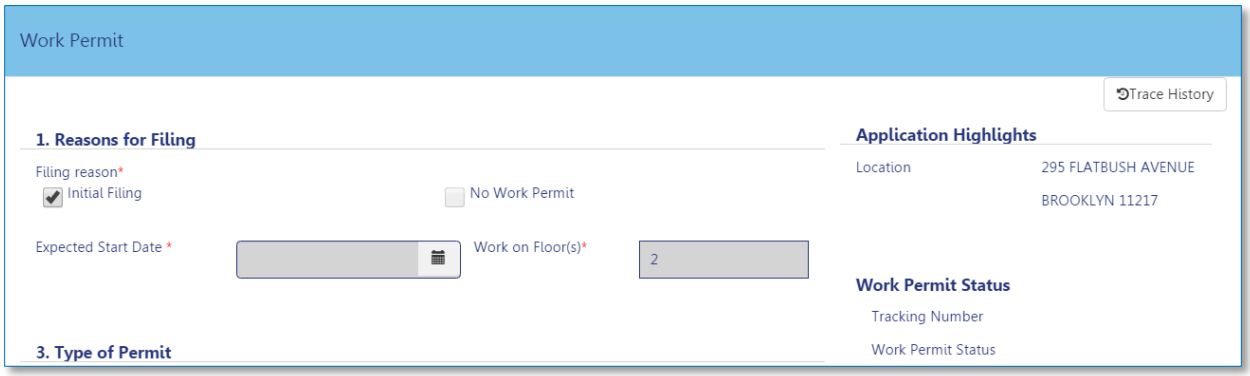
To create a work permit request from the Job Filing Search tab, go to the **Filing Action** column and select **Create Work Permit.**



The following notification will appear after your selection.

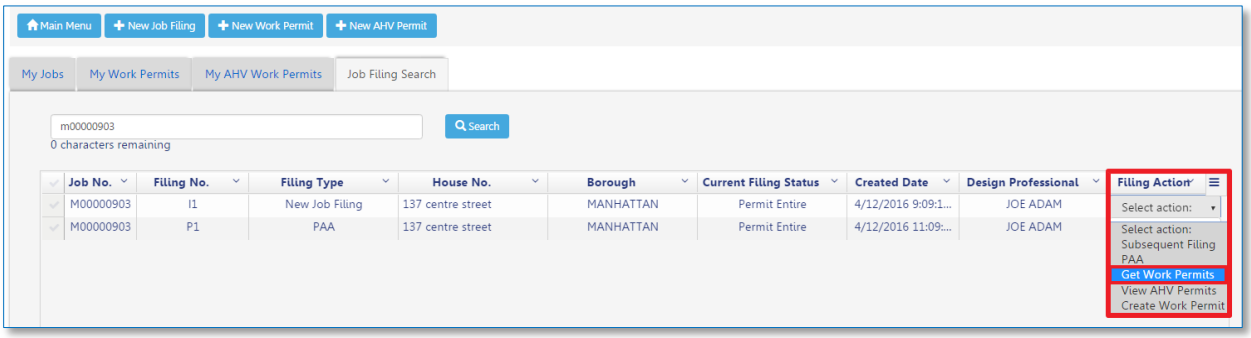


Click on **Yes** and you will be directed to the **Work Permit** form.

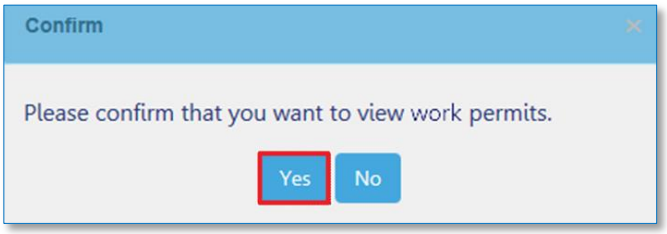


View All Work Permits from Job Filing Search

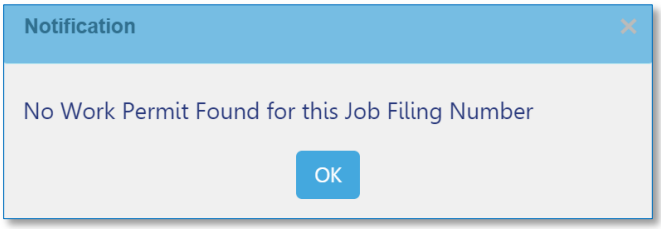
To view all work permits for a filing from the Job Filing Search tab, click on **Get Work Permits** from the **Filing Action** column.



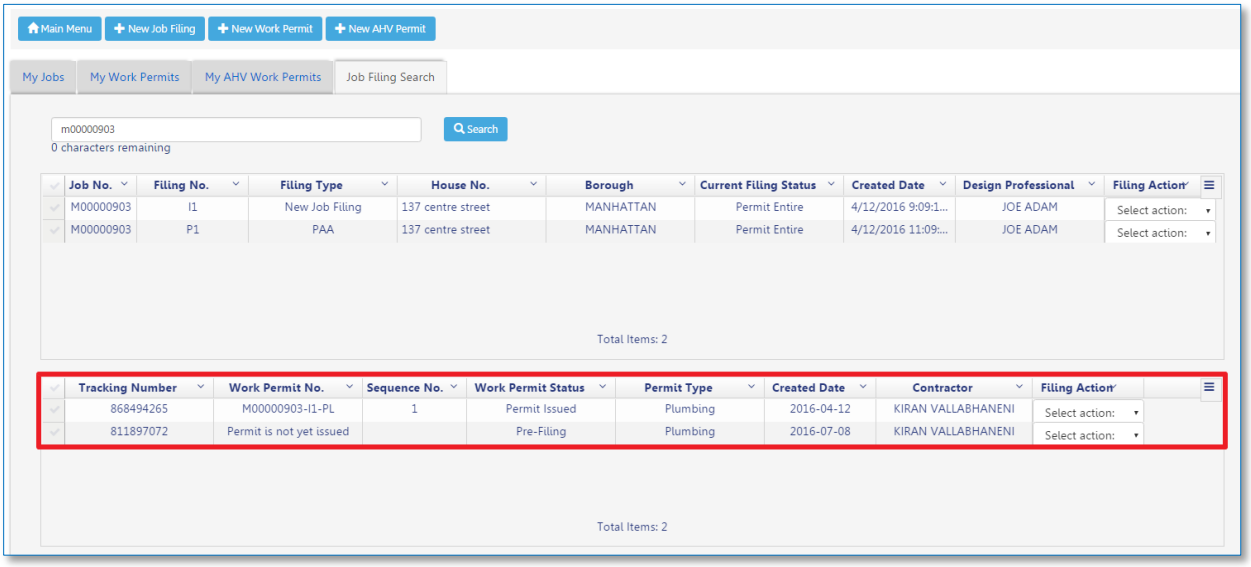
The following notification will appear after your selection. Click **Yes** to continue and view work permits**.**



If no permits are available for this Job Filing, a notification will display a message that no **Work Permits** were found for this **Job Filing Number.**

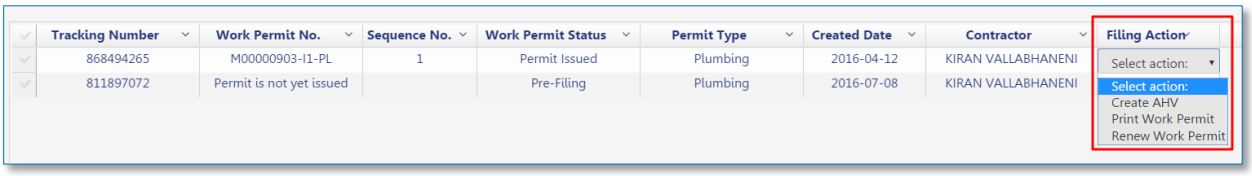


Otherwise, a new sub-grid will appear underneath the main grid displaying all permits for the job filing.



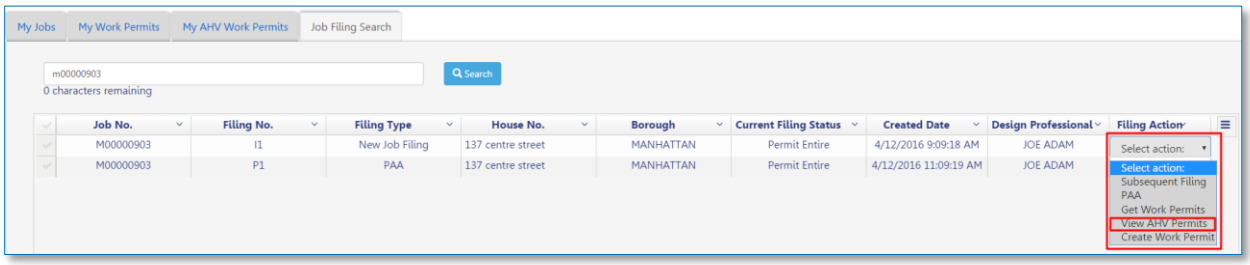
From the list of work permits you will be able to take the following actions by going to the Filing Action column:

1. **Create AHV**
2. **Print Work Permit**
3. **Renew Work Permit**



View AHV Permits from Job Filing Search

To view the AHV permits for a job filing on the **Job Filing** Search tab, select **View AHV Permits** from the **Filing Action** column.

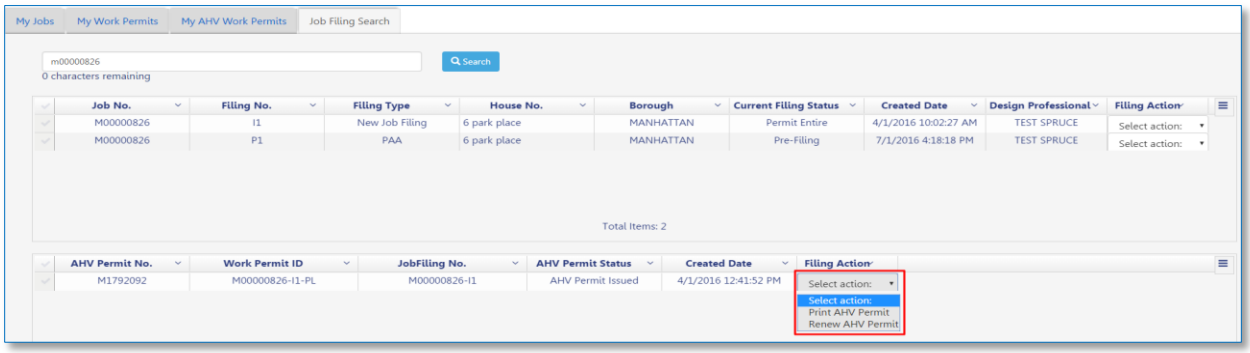


The following notification will appear after your selection. Click **Yes** to confirm and continue to AHV permits, or click **No** to return to the previous screen.

A new sub-grid will appear underneath the main grid displaying all of the AHV permits for the job filing.

From the **Filing Action** column you can select the following actions:

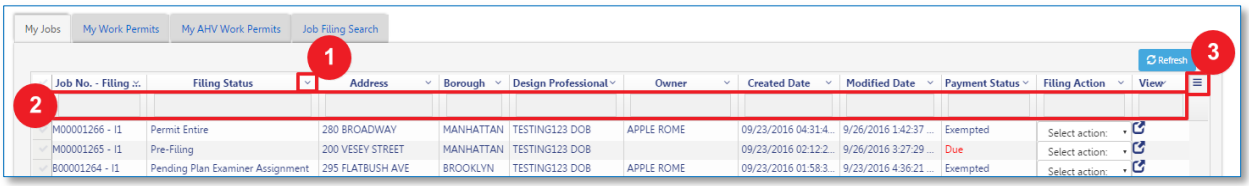
- **Print AHV Permit**
- **Renew AHV Permit**



Sorting and Displaying Columns

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

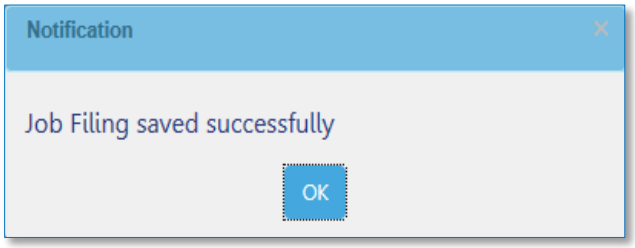
1. **Column Sort:** Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.
2. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the *Borough* column, only jobs in Queens will be displayed.
3. **Column Editor:** Pick which columns are displayed or hidden on the grid. (✗ indicates hidden, ✓ indicates displayed.)



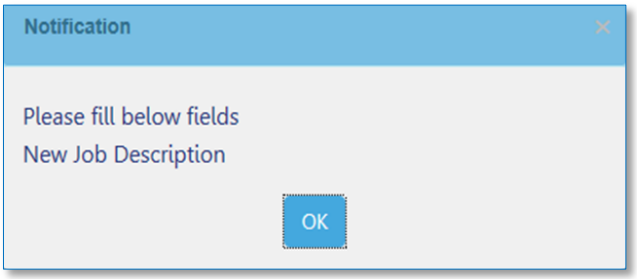
Save Function

It is important that you **Save** your job filing any time you make changes, otherwise your changes will be lost.

If you're creating a new filing you'll need to complete the **Location Information, Applicant Information,** and **Job Description** sections in order to save it the first time. The following message will appear when you save successfully:

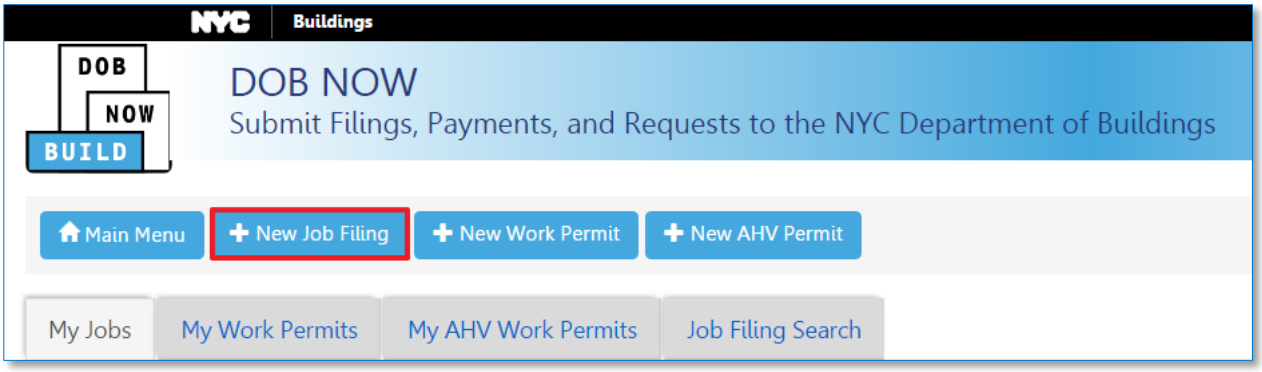


If you have not yet completed the required fields, you'll receive the message below, which specifies what sections still need to be completed:



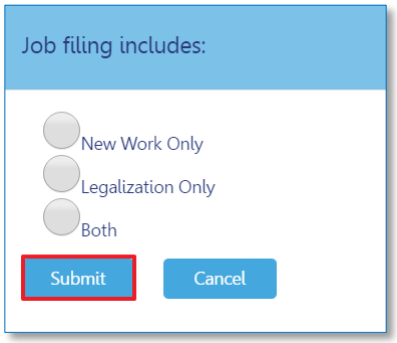
Enter a New Job Filing

This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ New Job Filing** button located in the upper right on the dashboard screen.



A Dialog Box with the following options will open:

- **New Work Only:** Select this option when submitting an application for new work only
- **Legalization Only:** Select this option when submitting an application for legalization only
- **Both:** Select this option when submitting an application for both new work and legalization



Select the type of job filing from the list and click on **Submit**. Clicking on **Cancel** will return you to the dashboard.

Please Note: If you need to change your selection, you will be able to do so once the form opens.

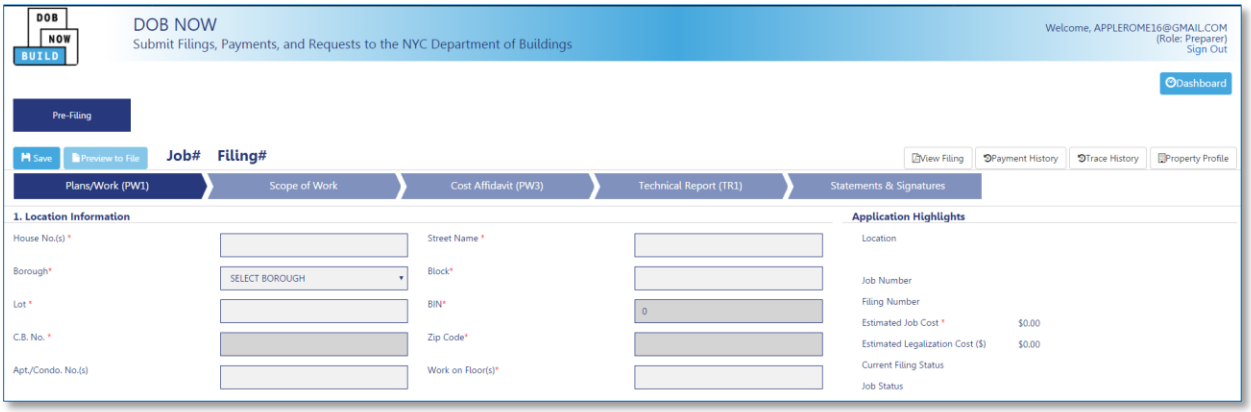
There can only be one Design Professional, Filing Representative, and Owner assigned per filing on the Portal. However, the Filing Representative and Contractor can be changed (only if permit has not been issued) through processing a Post Approval Amendment (PAA).

If a job filing has been submitted to DOB but NOT approved, it is possible to make a correction. Filing Representatives can initiate and save corrections, but the Design Professional will need to file it.

Job Filing Screen

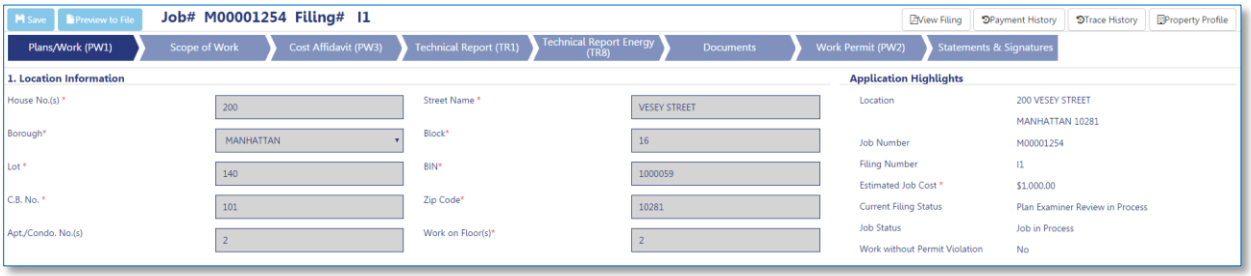
New Filing

After starting a new job filing the **Job Filing** screen will appear. Once you begin adding details, additional forms may appear. You will only be able to save after completing Sections 1, 2, and 11 in the **Plans/Work (PW1) form**. A job number will be generated after saving the first time.



In Progress Filing

After you enter and save your filing information, the **Job Filing** screen will populate a job number, update the status of the filing, and new forms will be made visible based on information provided in the **PW1**.



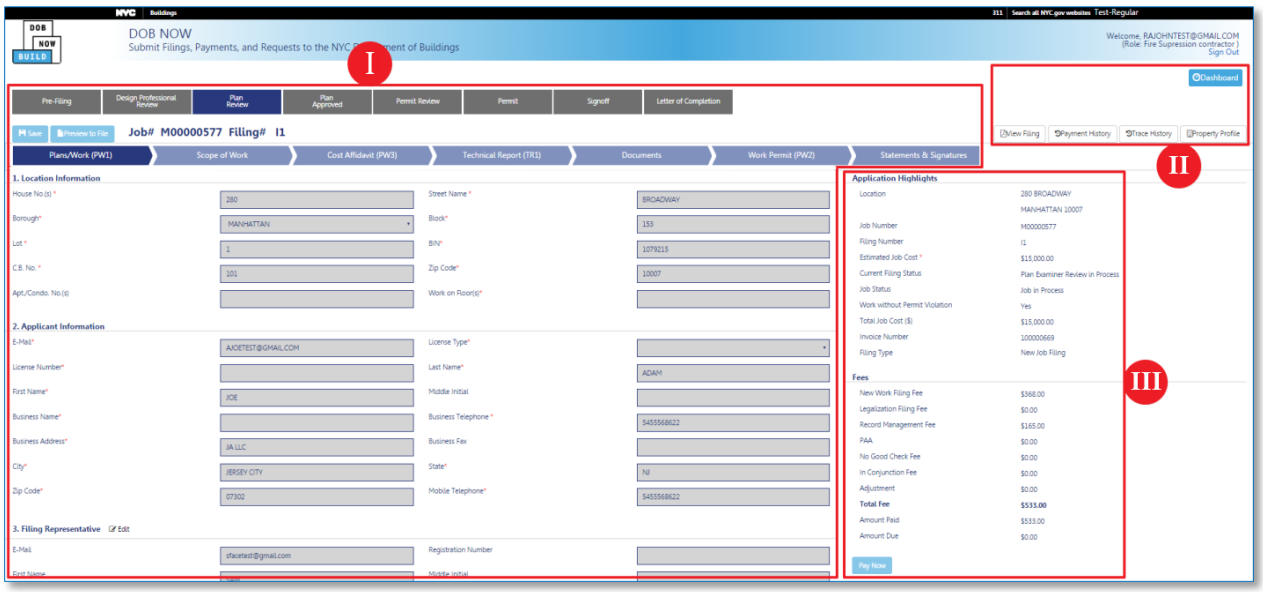
Job Filing

On the Job Filing screen, you can check the status of the filing and view additional details. This section of the manual identifies key information on the Job Filing screen, divided into three main sections:

Section I: Progress ribbon showing steps taken towards completion

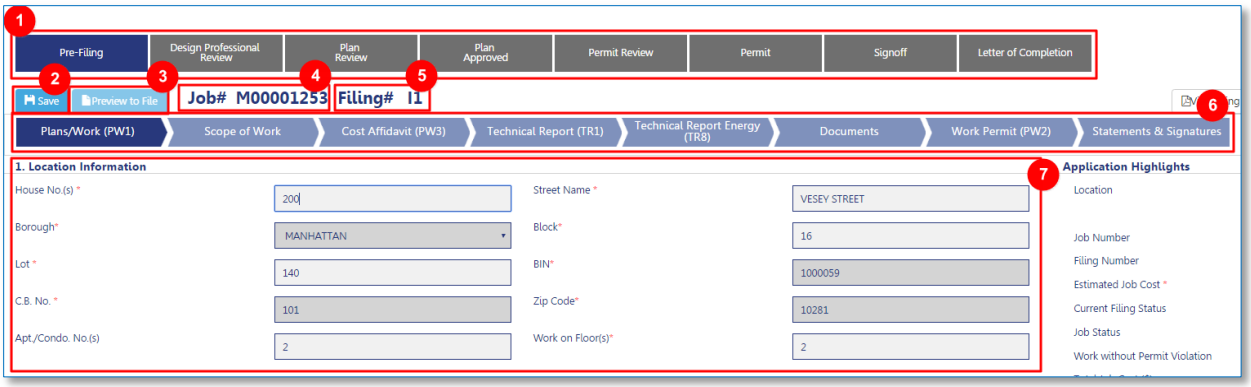
Section II: Navigation section with links to *Dashboard*, *Payment History*, *Trace History*, and *Property Profile*

Section III: *Application Highlights* and *Fees*



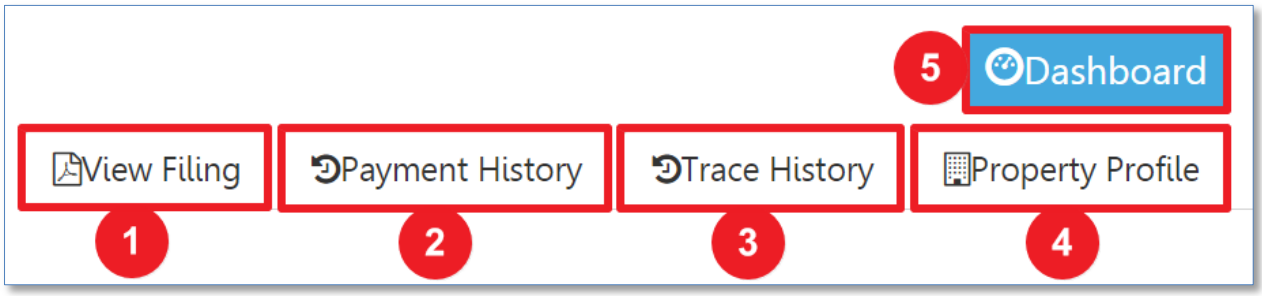
Section I

1. **Filing Progress:** The highlighted status indicates the current status of the job filing. A filing will always start with a status of *Pre-Filing*. The filing will be assigned a different status as it moves through the filing process.
2. **Save:** Save information that was entered.
3. **Preview to File:** Provides the summary of the job filing details, and requires the Design Professional to provide acknowledgment before it can be filed with DOB. Only the Design Professional will be able to click this button.
4. **Job #:** Job number of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved. The first letter represents the borough where the job is located.
   a. **M: Manhattan**
   b. **X: Bronx**
   c. **B: Brooklyn**
   d. **Q: Queens**
   e. **S: Staten Island**
5. **Filing #:** Specific filing # for the job selected. The first letter represents the filing type:
   a. **I: Initial**
   b. **P: PAA**
   c. **S: Subsequent Filing**
6. **Filing Forms:** Lists all of the forms that need to be completed for the job. The default form shown when opening a job filing will always be **Plans/Work (PW1)**.
7. **Form Sections:** Sections for each form you need to complete.



Section II

1. **Dashboard:** Returns you to the dashboard.
2. **View Filing:** Exports the job filing information entered into a PDF document. This feature is only available after filing the job with DOB.
3. **Payment History:** View past invoices and payments.
4. **Trace History:** View DOB actions taken on the filing (these will occur after the filing has been submitted to DOB).
5. **Property Profile:** View general information of the location associated with the job.



Section III

1. **Application Highlights:** Summary information on the filing, status will update as you proceed.
2. **Fees:** Fee information associated with the filing.
3. **Pay Now:** Click to pay any fees associated with the filing. Clicking the *Pay Now* button will take you to a secure third-party payment screen.

Initial Job Filing Submission

The sections below provide instructions for completing the forms that need to be submitted as part of an initial job filing. The list of forms includes:

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Supporting Documents
- EN2
- Work Permit (PW2)
- Statements & Signatures

Based on your specific filing type, you may not be required to complete each form.

Plans/Work (PW1)

The **Plans/Work (PW1)** is filed with DOB to begin the application process. It's the first tab you see on the job filing page. The following sections of the user manual provide details on the **PW1** with instructions on how to complete each section.

Save your job filing frequently to make sure no information is lost. The **Save** button is enabled after you have completed the following sections on the **PW1** form:

- Section 1: Location Information
- Section 2: Applicant Information
- Section 11: Job Description

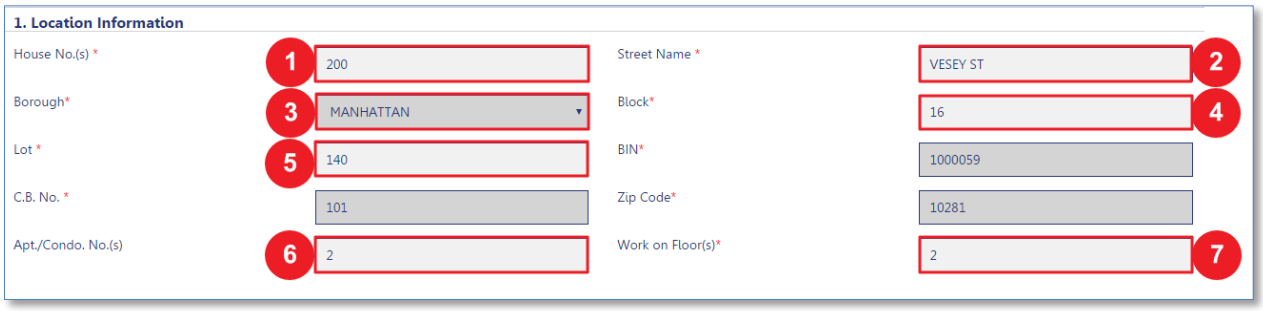
After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: *Build* dashboard.

Location Information

Enter the information in the following required fields:

1. **House No.(s)**
2. **Street Name**
3. **Borough**
4. **Block**
5. **Lot**
6. **Apt./Condo No.(s)** ***(Optional)***
7. **Work on Floor(s)**

After the first time you save the filing, the **BIN**, **C.B. No.** (Community Board), and **Zip Code** number automatically updates based on the values you enter in the fields above.

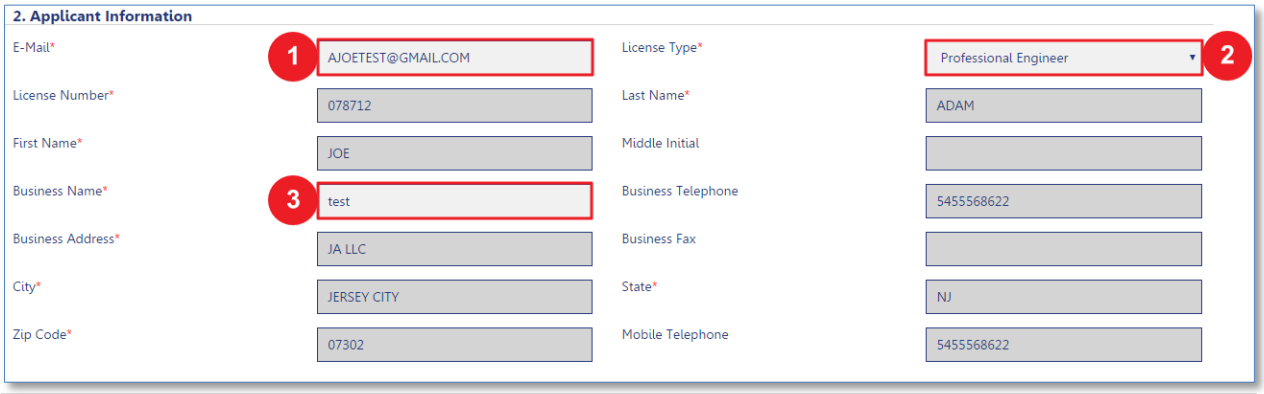


Applicant Information

Enter the information in the following required fields for the Design Professional that will be submitting the job. The greyed out fields will automatically fill once the email is entered.

1. **E-mail**
2. **License Type**
3. **Business Name**

*Please Note: The email address entered on this screen must match the email address associated with a confirmed **eFiling** account.*



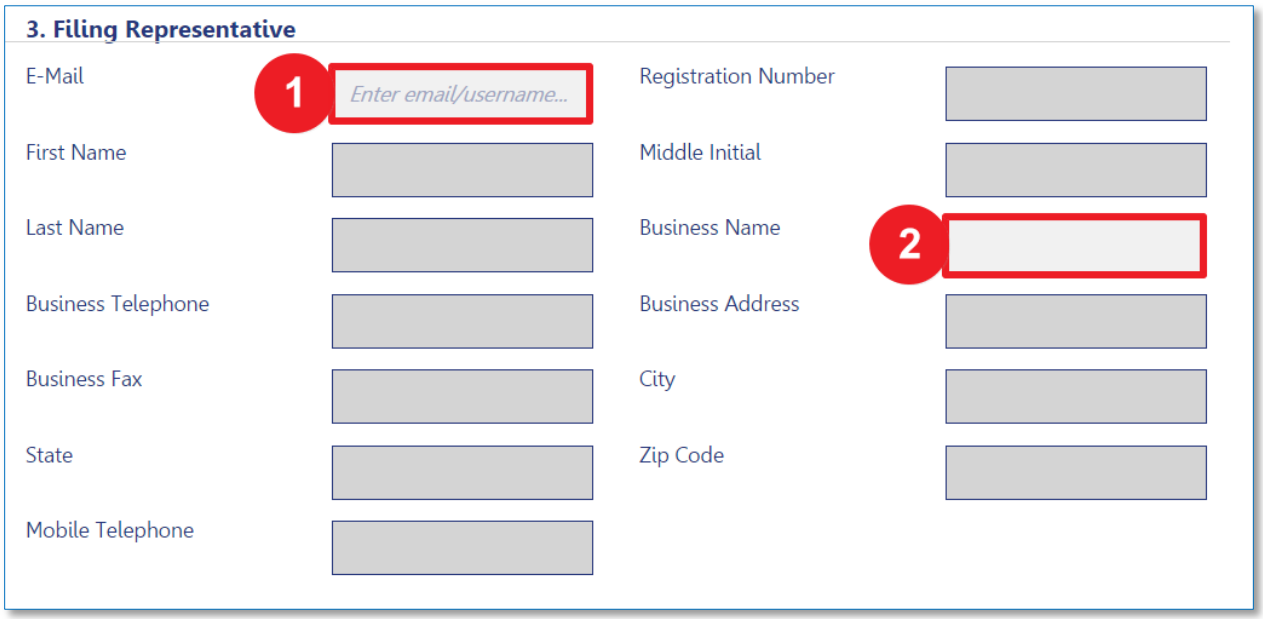
Filing Representative

Enter the email of the Filing Representative associated with this job filing (optional, enter only if using a Filing Representative).

1. **E-Mail**
2. **Business Name**

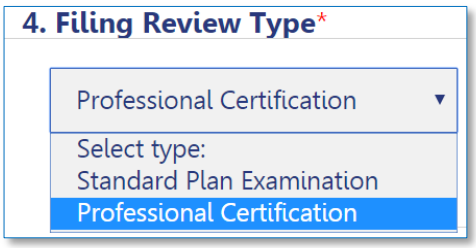
The remaining fields will be auto-populated after the email has been entered.

*Please Note: The email address entered on this screen must match the email address associated with a confirmed **eFiling** account.*



Filing Review Type

Select an option from the **Filing Review Type** dropdown to identify the type of Filing review (Standard Plan Examination or a Professional Certification).



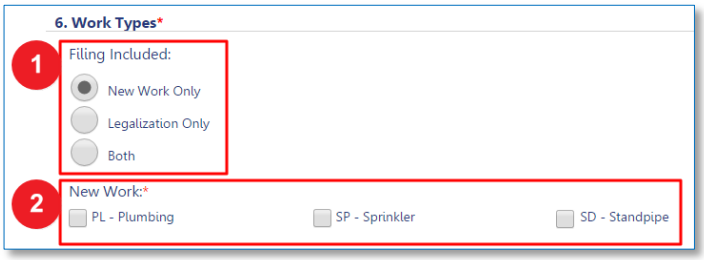
Work Types

On the Work Types screen, the **Filing Included** section will display the selections previously submitted when the New Job Filing was created. If you want to change this filing type you can select another option here.

The New Work section will display the work types available in DOB NOW: *Build*. You are required to check off all the work types that are part of your filing. If the filing includes new work and legalization, there will be separate work type checkboxes for each filing.

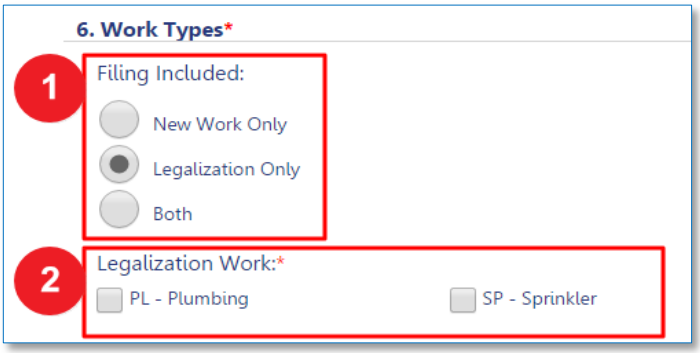
For **New Work Only**, select:

1. **Filing Included**: New Work Only
2. **New Work**: Select the new work types that apply



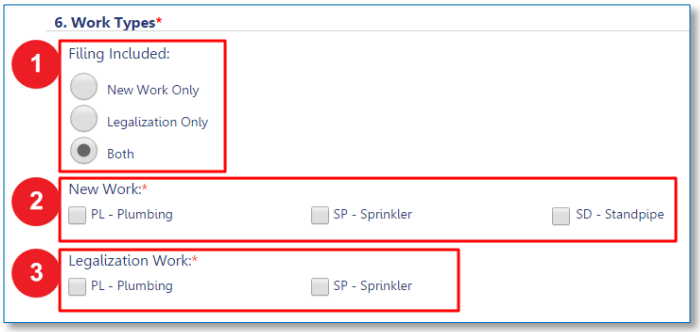
For **Legalization Only**, select:

1. **Filing Included**: Legalization Only
2. **Legalization Work**: Select the legalization work types that apply



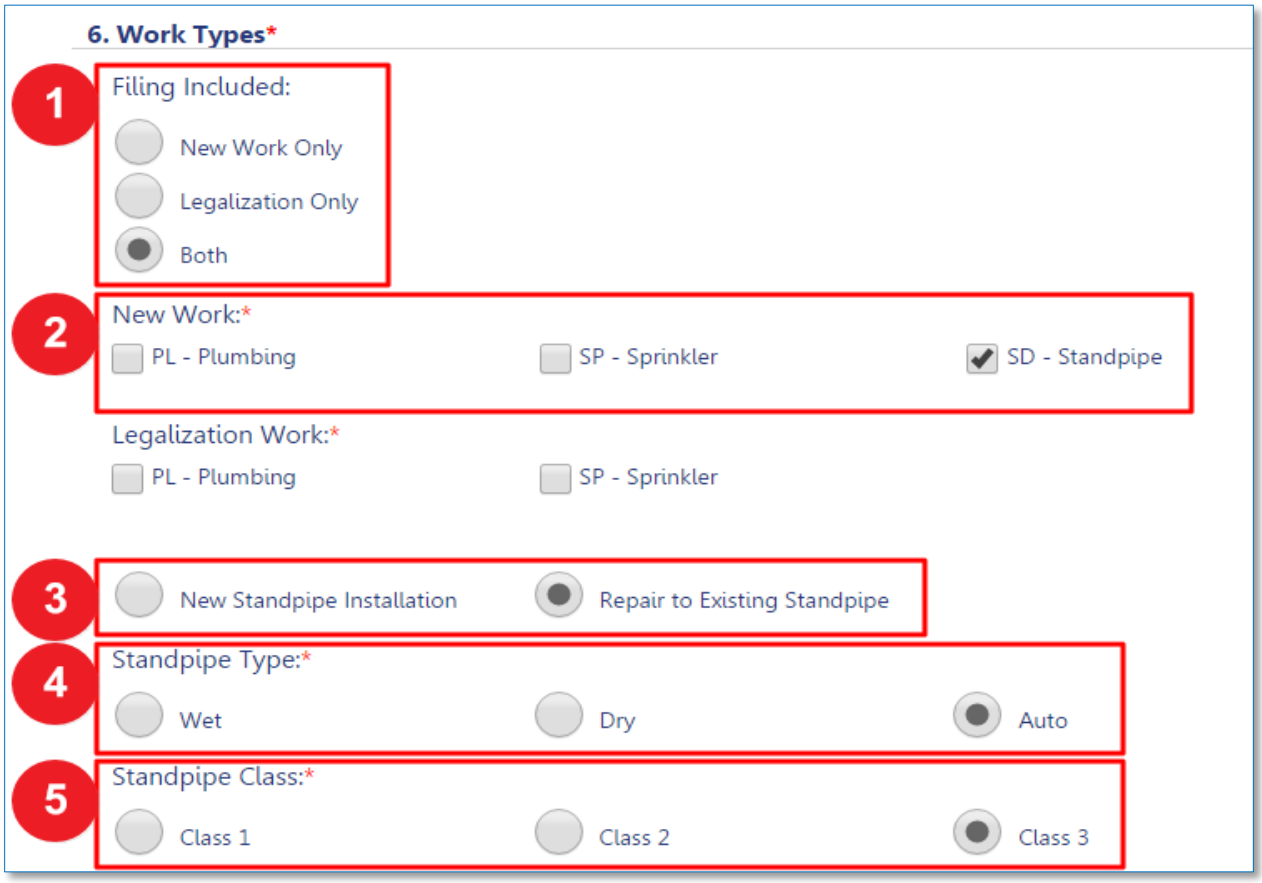
For **Both** (New Work and Legalization), select:

1. **Filing Included**: Both (includes New Work and Legalization)
2. **New Work**: Select the new work types that apply
3. **Legalization Work**: Select the legalization work types that apply



When filing for **Standpipe (SD)**, additional actions are required. Select all options that apply:

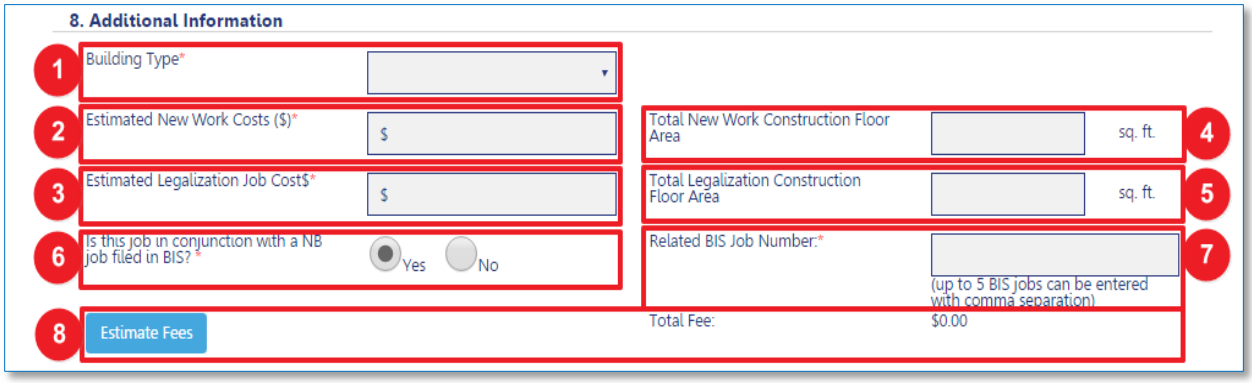
1. **Filing Included**: *New Work Only* and *Both*
2. **New Work** : Select *Standpipe (SD)* and any additional work types that apply
3. **New Standpipe Installation** or **Repair to Existing Standpipe**
4. **Standpipe Type**: Select the type of standpipe that applies
5. **Standpipe Class**: Select the standpipe class number that applies



Additional Information

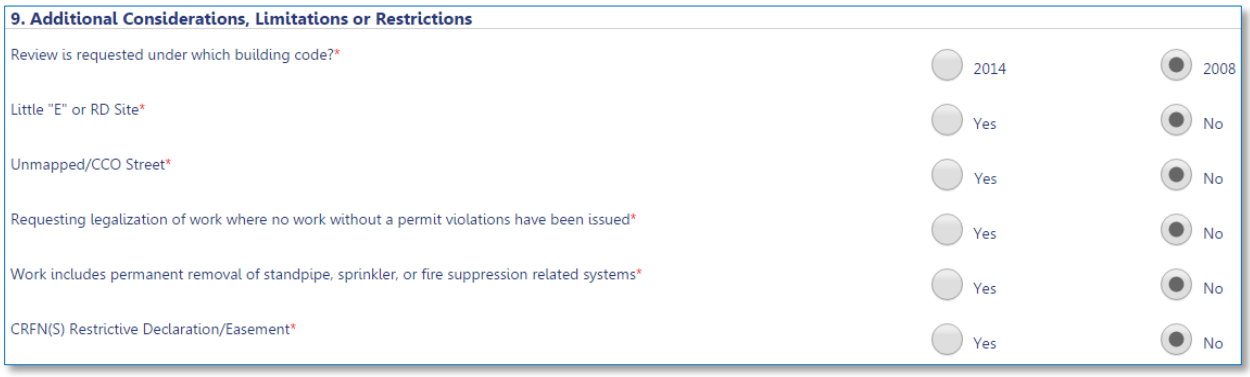
Enter the information in the following required fields:

1. **Building Type:** Select 1 Family, 2 Family, 3 Family, or Other from the dropdown menu
2. **Estimated New Work Costs ($):** Enter the estimated cost of the new work scope of work. Values entered must be numerical.
3. **Estimated Legalization Job Cost ($):** Enter the estimated cost of the legalization scope of work. Values entered must be numerical.
4. **Total New Work Construction Floor Area:** The estimated construction floor area of the new work scope of work, values must be numerical. Entering a value is not required for filing. If you only select **Standpipe** as the work type in section 6, the **Total New Work Construction Floor Area** field will disappear.
5. **Total Legalization Construction Floor Area:** The estimated construction floor area of the legalization scope of work. Values must be numerical. Entering a value is not required for filing.
6. **Is this job in conjunction with a NB job filed in BIS?:** If you are filing a plumbing or sprinkler job in conjunction with a New Building job, you must select **Yes** here, and enter the associated job number(s) as described in item 7 below.
7. **Related BIS Job Number**: Enter related BIS job numbers. Up to 5 job numbers can be entered. This field will only appear if you selected **Yes** for the previous item (6).
8. Click **Estimate Fees** to see an estimate of the fees due. The Total Fees in the Fees section will also display the fees due.



Additional Considerations, Limitations, or Restrictions

Check the boxes that apply to your job. Provide a **Yes** or **No** answer for each item listed as applicable.

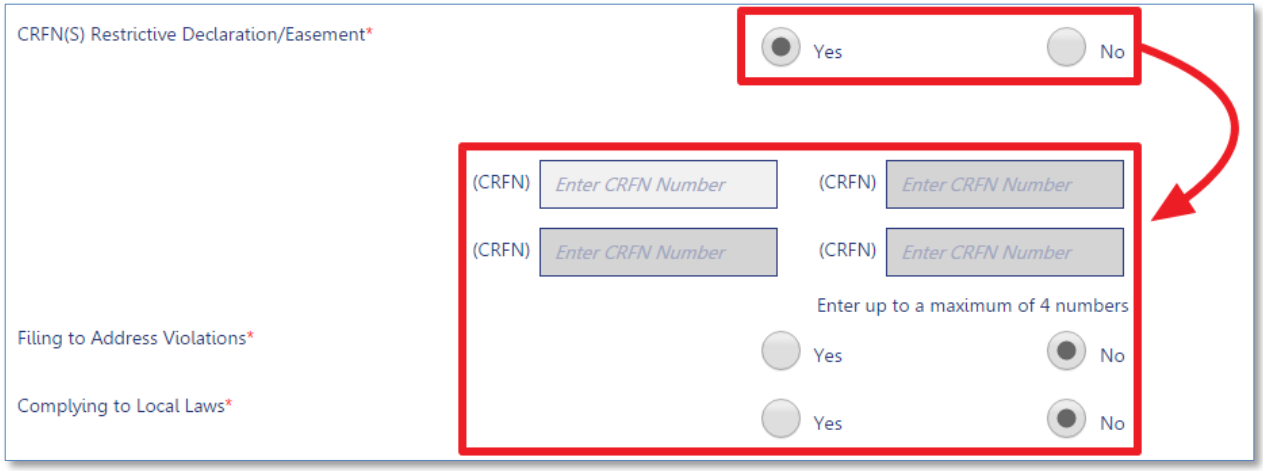


CRFN(S) Restrictive Declaration/Easement

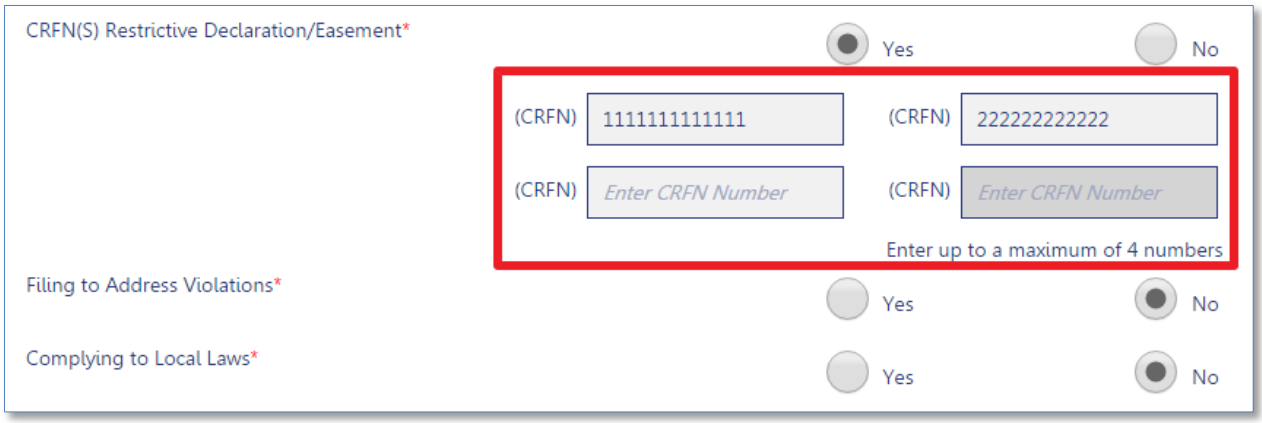
For PL/SP/SD work types as a Design Professional, Filing Representative, and/or Owner, **CRFN (S) Restrictive Declaration/Easement** must be selected in section 9 by clicking **Yes**. This will also be visible on the screen for PL/SP filings.

Yes can be selected by a Design Professional (if executing a Professionally Certified filing), Filing Representative, Owner, or a Plan Examiner (after their completed review of the submitted filing).

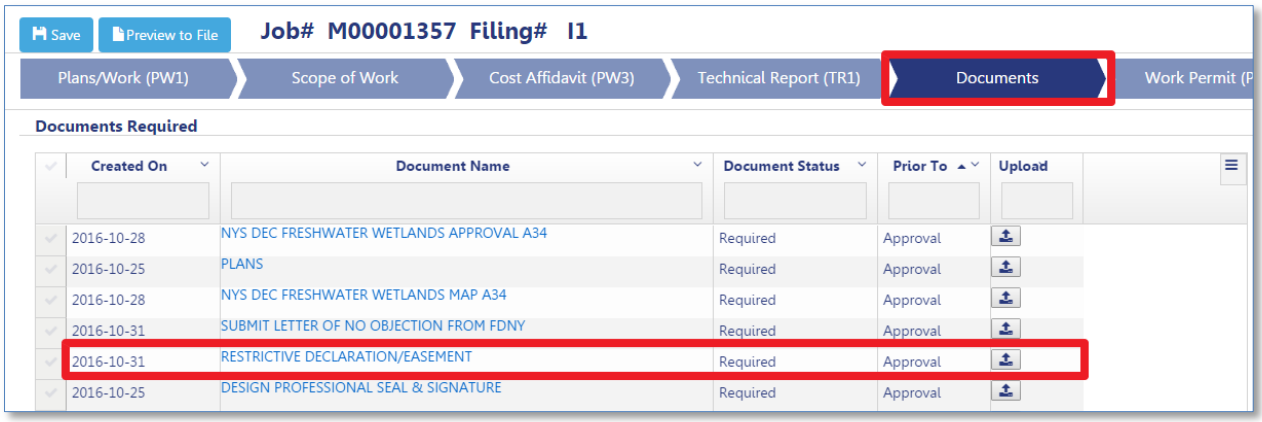
If you selected **Yes** for the last item under section 9 (**CRFN(S) Restrictive Declaration/Easement)**, four CRFN number and two additional detail fields will appear:



Enter up to four **Restrictive Declaration/Easement** numbers. The numbers must be in the format of CRFN with 13 digits (e.g. 1111111111111).



For each number entered, **Restrictive Declaration/Easement** items will be listed in the **Documents** tab of the **Job Filing**. See the **Documents** section of the user manual for more information regarding document actions.

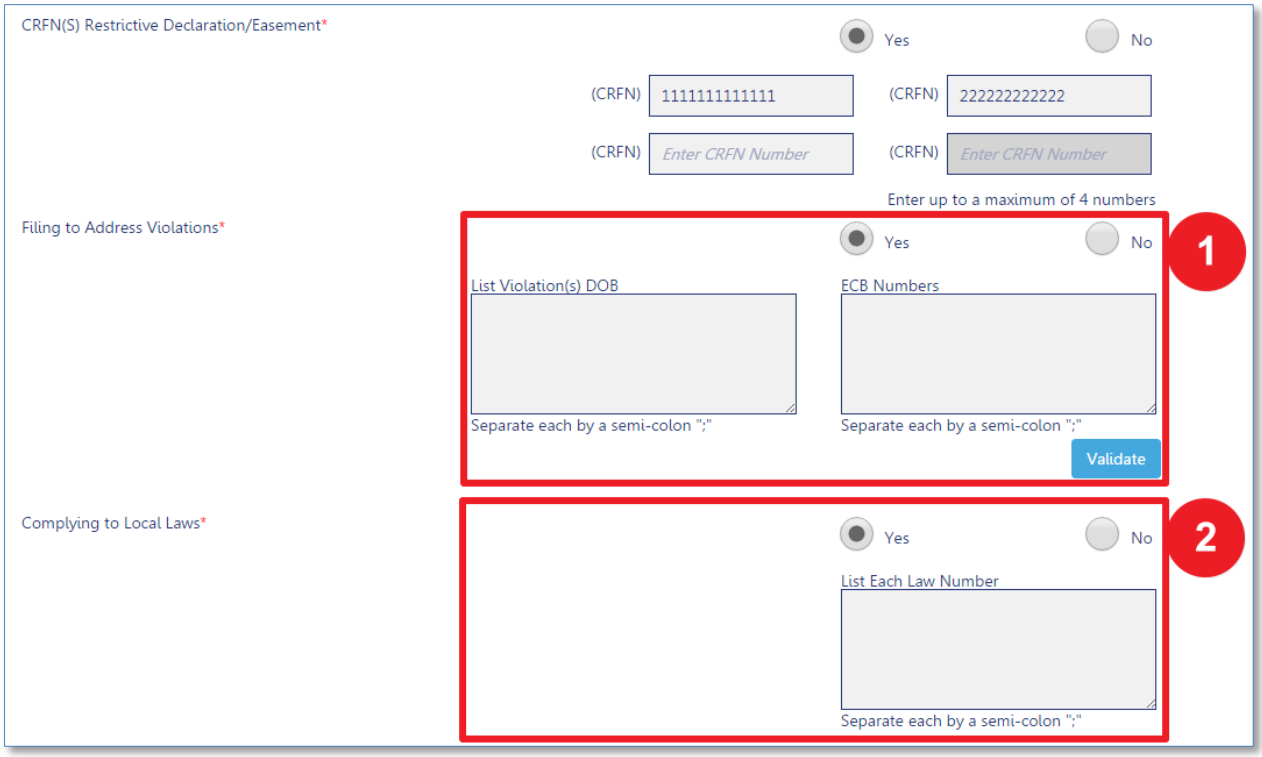


If **Yes** is selected for **CRFN(S) Restrictive Declaration/Easement**, two additional required fields will appear. Select **Yes** or **No**.

1. **Filing to Address Violations**: Selecting **Yes** will display a textbox for entering any/all violation numbers and/or ECB numbers the user wishes to address. Clicking **Validate** will check the legitimacy of any entered ECB numbers.

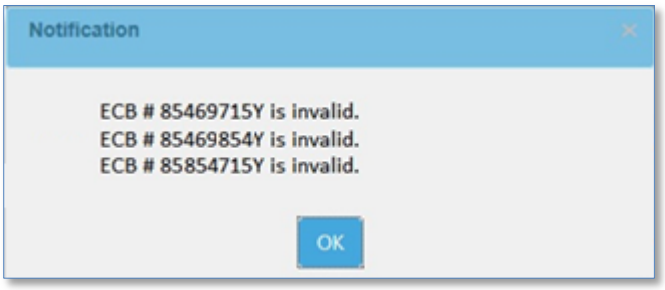
2. **Complying to Local Laws**: Selecting **Yes** will display a textbox for entering any/all Local Laws relevant to the filing.

Please Note: Multiple numbers entered in the textboxes must be separated by a semi-colon ";".



Search Error

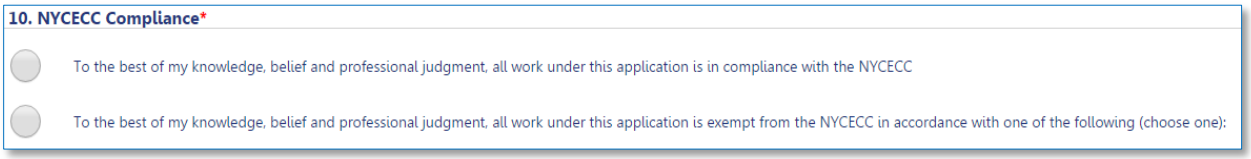
If there is an issue with the ECB Violation number, an error message will list all invalid ECB Violation number(s).



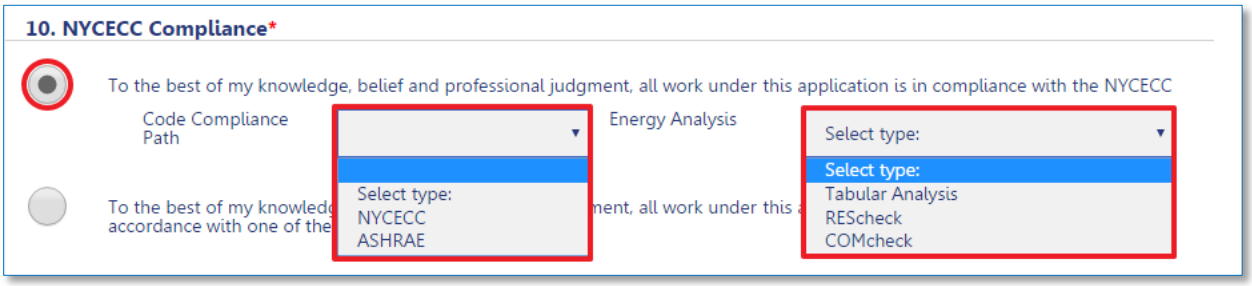
If the violation numbers entered into the text box have not been validated before the Design Professional clicks on the **File** button, the following error message will display. The Design Professional is the only participant permitted to click **File**.

NYCECC Compliance

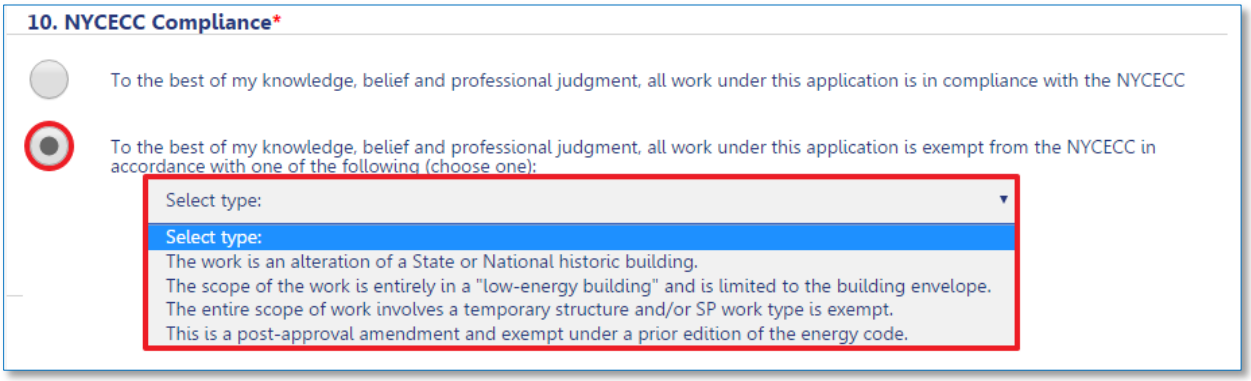
Select the **NYCECC Compliance** statement that applies to the filing. Select either the first or second statement.



If the first **NYCECC Compliance** statement is selected, a **Code Compliance Path** and an **Energy Analysis** dropdown menu will appear. Select an option from the dropdown menu as it applies to your job.

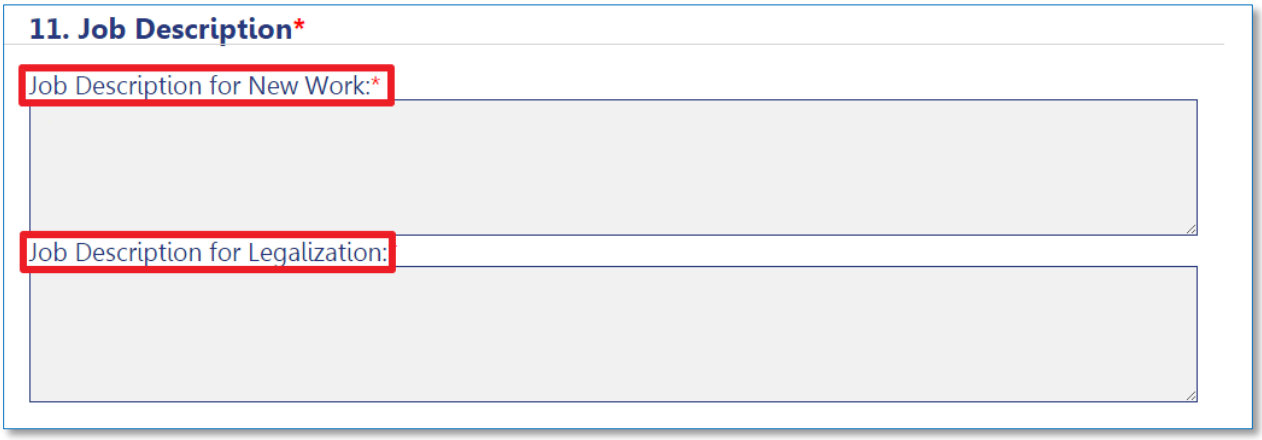


If the second **NYCECC Compliance** statement is selected, a dropdown menu will appear. Select an option from the dropdown menu as it applies to your job.



Job Description

Complete the **Job Description** section. If filing New Work and Legalization, then there will be two Job Description sections to enter the appropriate description.

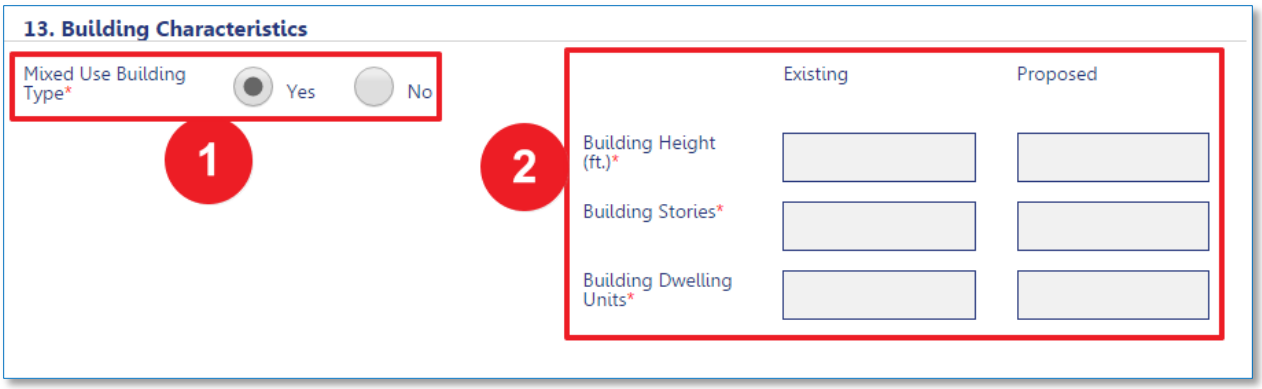


Building Characteristics

Enter the information in the following required fields:

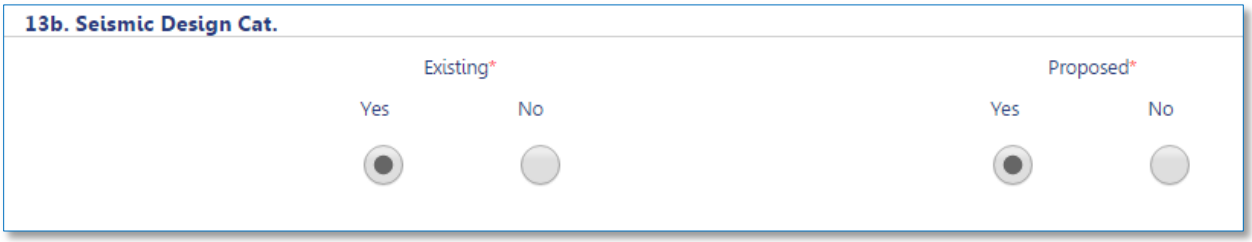
1. Select an option for **Mixed Use Building Type** (either **Yes** or **No**) to classify the building type.

2. Enter the existing and proposed **Building Height**, **Building Stories**, and **Building Dwelling Units** data in the appropriate fields. You will only be able to enter a numeric value.



Seismic Design Cat.

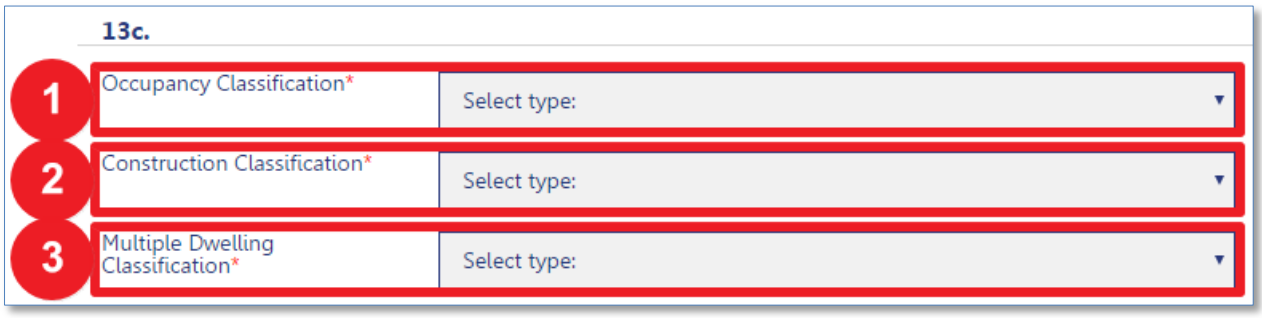
Enter the information in the following required fields. Select **Yes** or **No** as to whether the **Seismic Design Category** is **Existing** or **Proposed**.



13c.

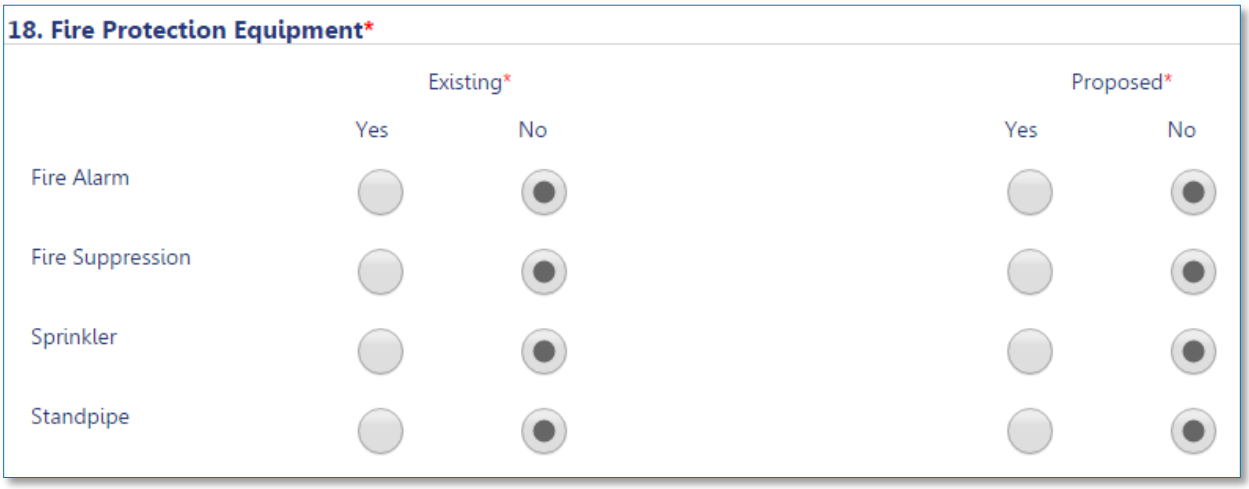
From the dropdown menus, select the correct information associated with the following classifications:

1. **Occupancy Classification**
2. **Construction Classification**
3. **Multiple Dwelling Classification**



Fire Protection Equipment

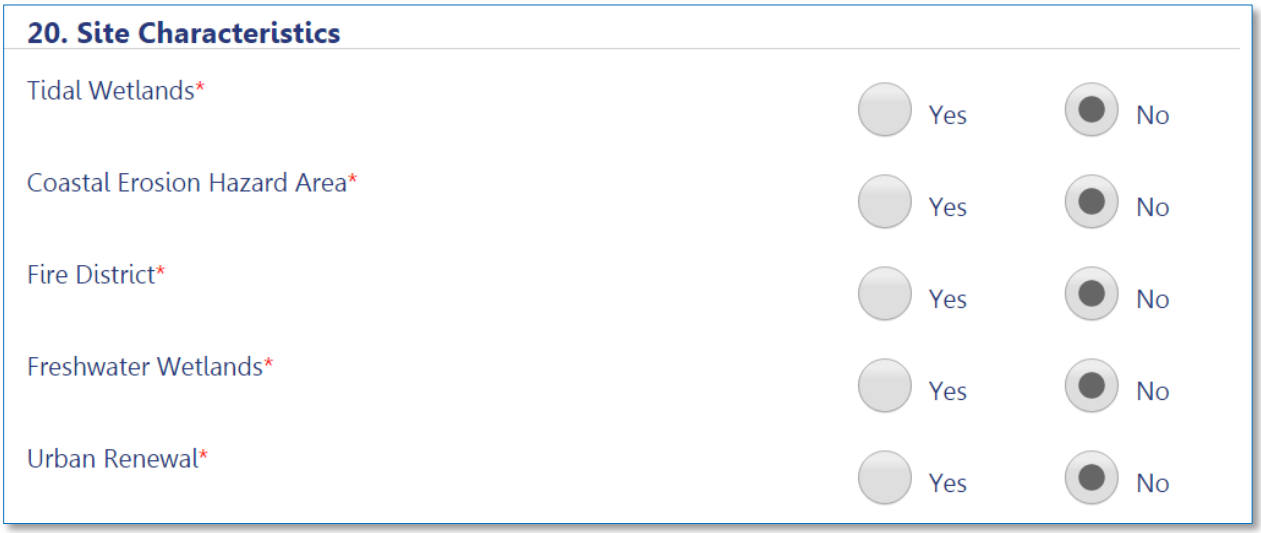
Select **Yes** or **No** for the existing and proposed **Fire Alarm**, **Fire Suppression**, **Sprinkler**, and **Standpipe** equipment.



Site Characteristics

Select an option for the following required fields:

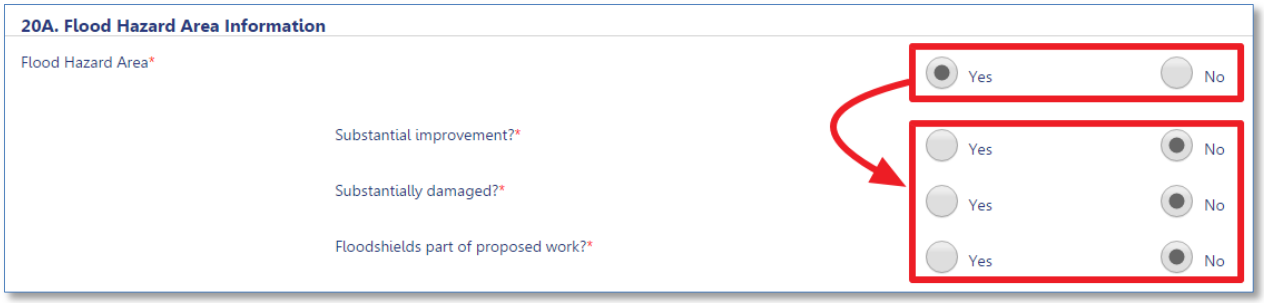
Select **Yes** or **No** for **Tidal Wetlands, Coastal Erosion Hazard Area**, **Fire District**, **Freshwater Wetlands**, and **Urban Renewal**.



Flood Hazard Area Information

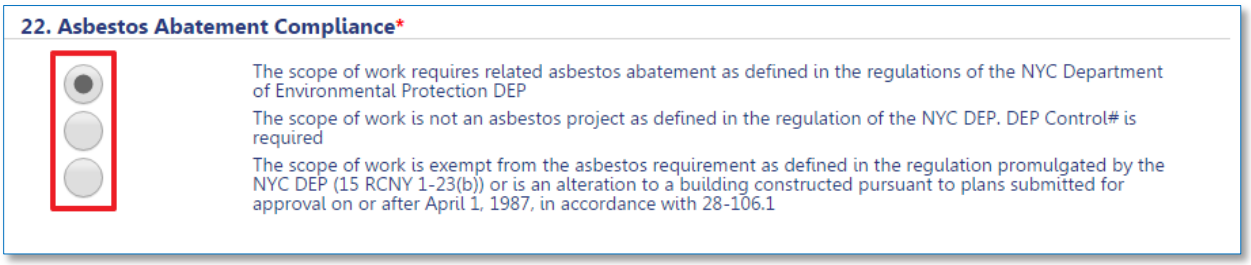
Select **Yes** or **No** for flood information.

If **Yes** is selected, additional sections will appear regarding the flood work required.

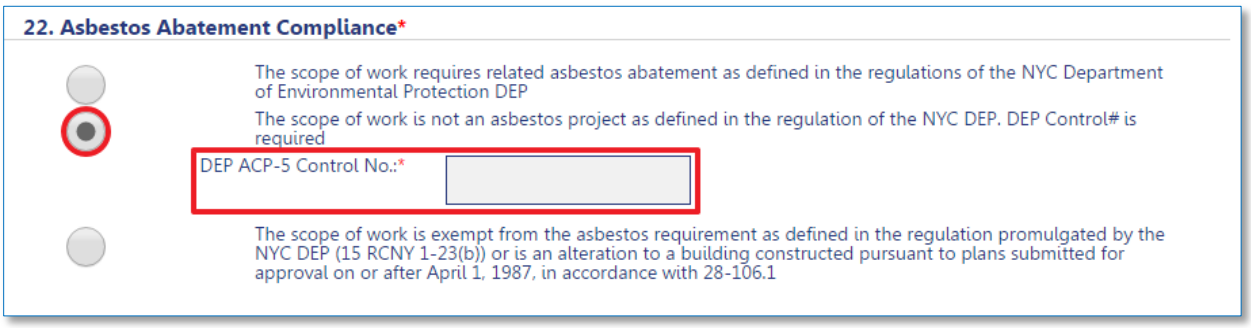


Asbestos Abatement Compliance

Select the first, second, or third statement as it applies to your job.



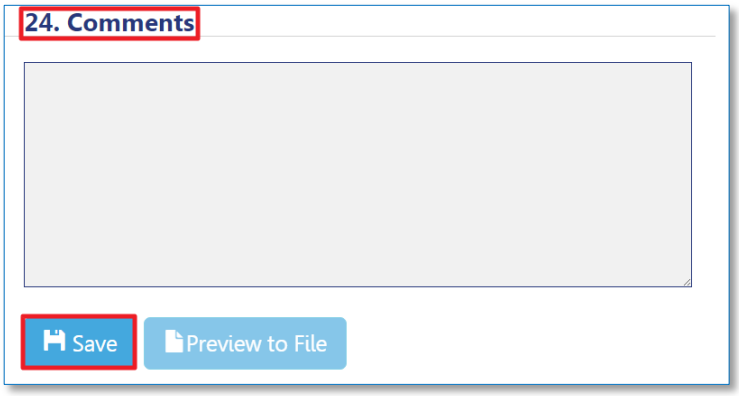
If you selected the second statement, the **DEP ACP-5 Control No.** field will appear and you'll be required to enter the DEP ACP-5 Control number.



Comments

Add general comments about the job filing. If the comment refers to a specific section on the form, indicate which section or question you are referencing.

Click **Save** after entering all details.



Scope of Work

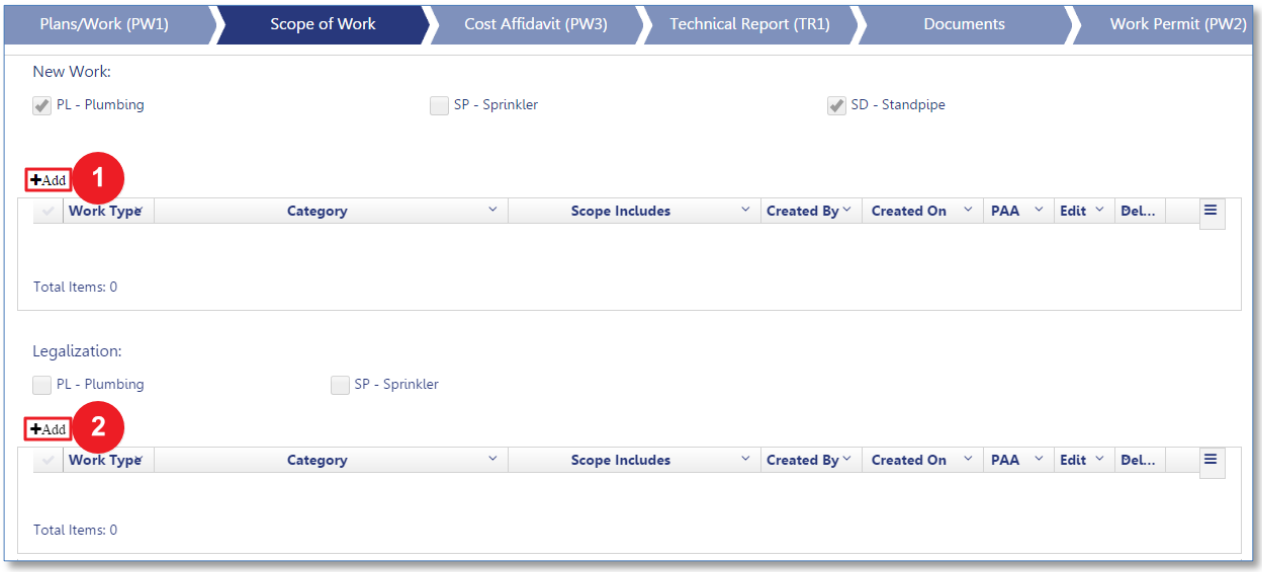
The Scope of Work form needs to include all planned work that is part of the job filing. The steps below describe how to complete each section of the **Scope of Work** form.

Please Note: The Work Type cannot be selected in the Scope of Work screens. What is shown in the Scope of Work screens is based on the previous work type selection in Section 6 of PW1 form. To change this information, it must be changed on the PW1 first.

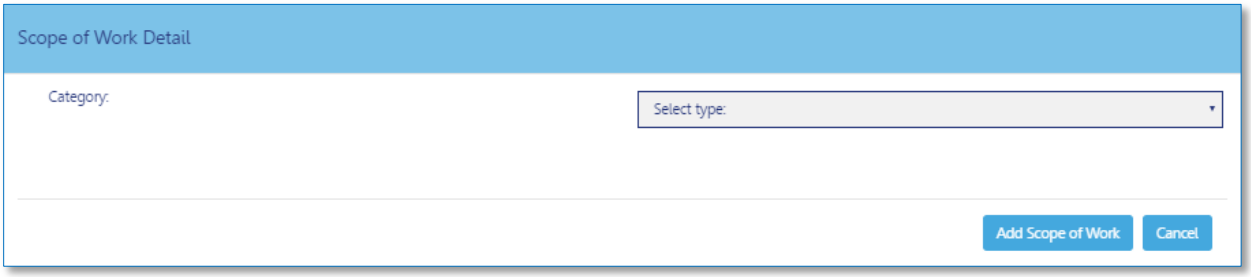
Add Scope of Work Items

1. **New Work Only:** If the job involves only new work, click on ***+Add*** to add items to the scope of work.
2. **Legalization Only:** If the job involves only legalization, click on ***+Add*** to add items to the scope of work.

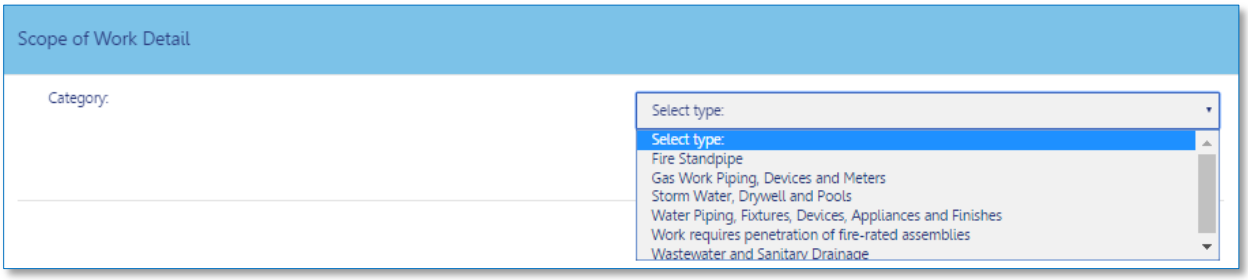
*Please Note: If the job involves both new work and legalization work, there will be two grids. Click on **+Add** to add items to the scope of work respectively for **New Work** and **Legalization**.*



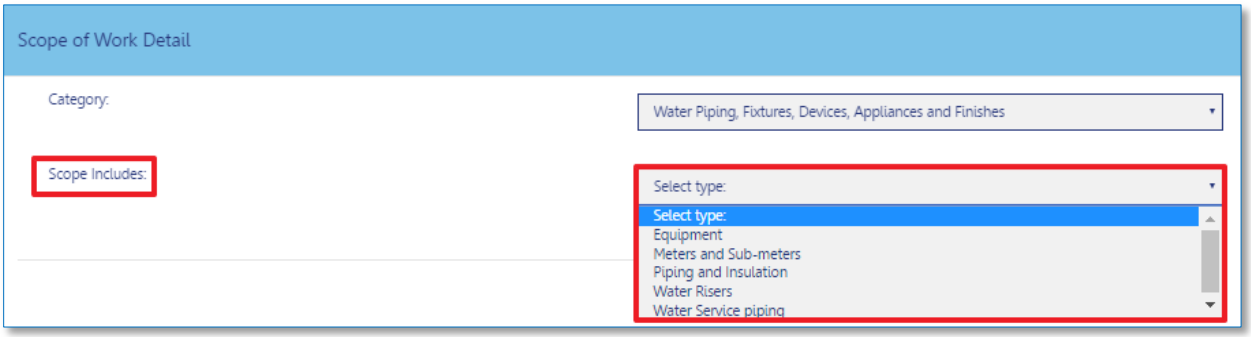
A new window will open.



Select the applicable option from the **Category** dropdown menu. The list of categories available for selection is based on the work type selected on the **PW1.**



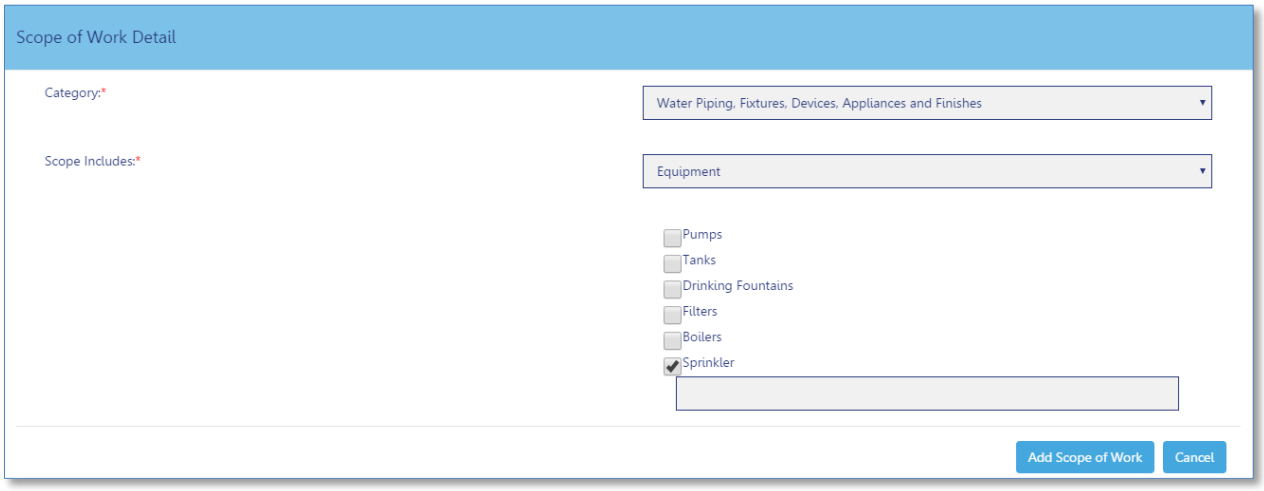
After selecting a **Category** option, a **Scope Includes** dropdown menu will appear. The list of available options is based on your previous selection of the **Category**.



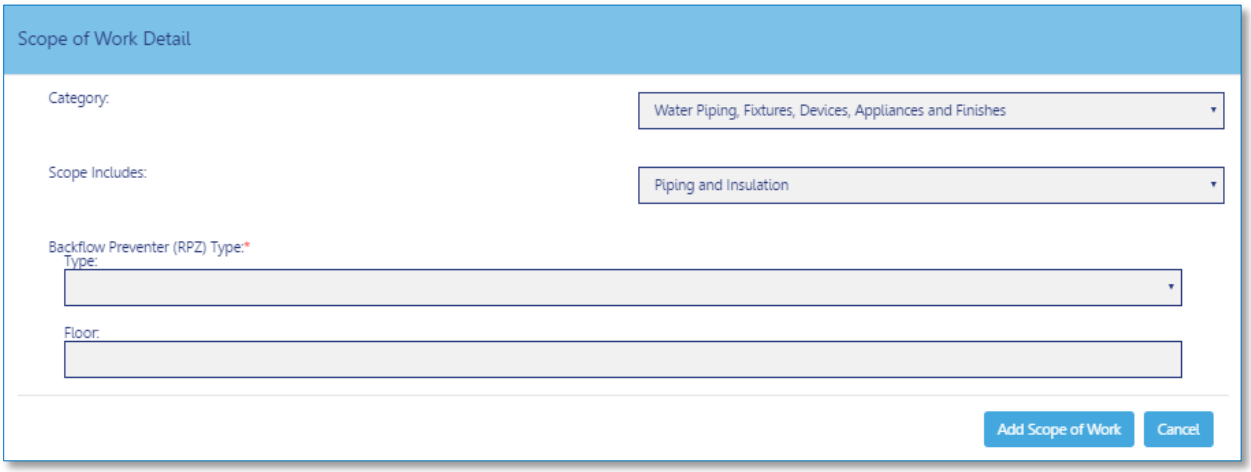
Additional information will be needed for the selected scope of work. The information will vary depending on the selected **Category** and **Scope Includes** options.

Below are two **Scope of Work Detail** sample entries that demonstrate how the possible options for each field are dependent on previous selections.

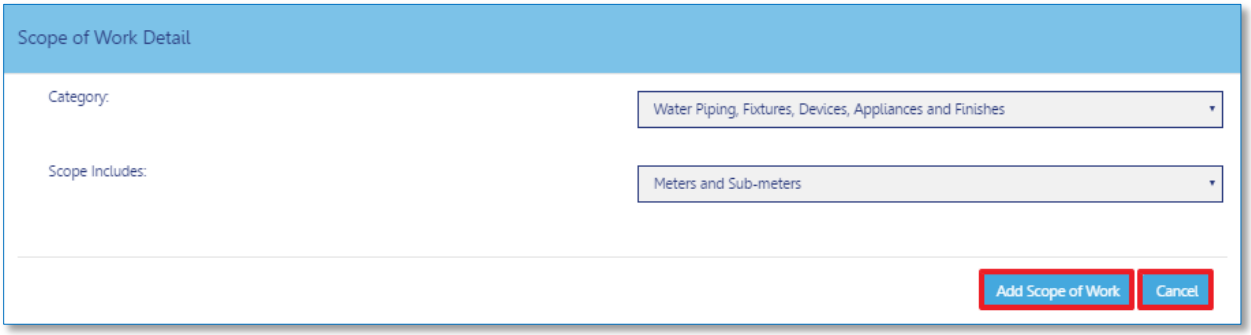
Sample # 1



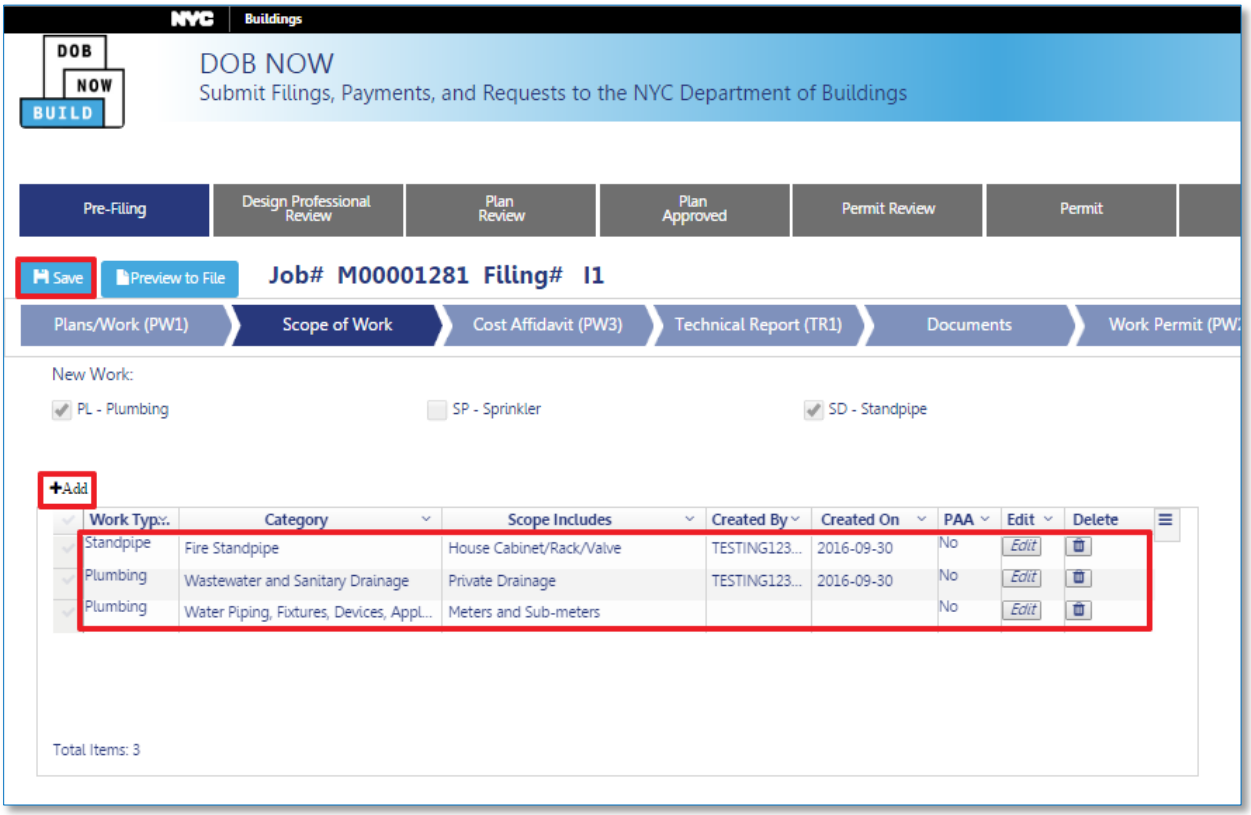
Sample # 2



After completing all fields, click on **Add Scope of Work**. If you want to cancel the item, click on **Cancel**.

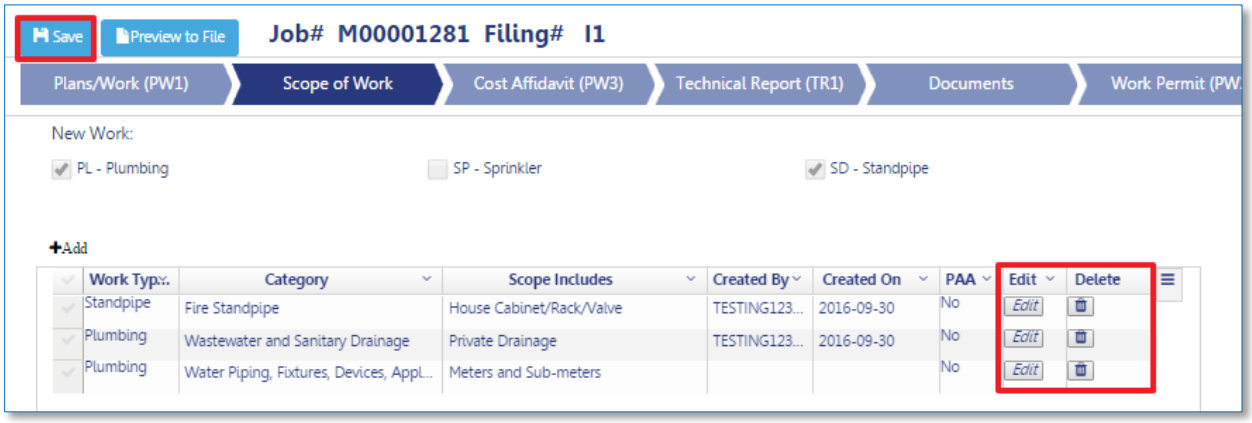


The item will now appear on the grid. Click **+Add** again to add additional scope of work items and repeat the steps described above. Click **Save** after entering the **Scope of Work** items.

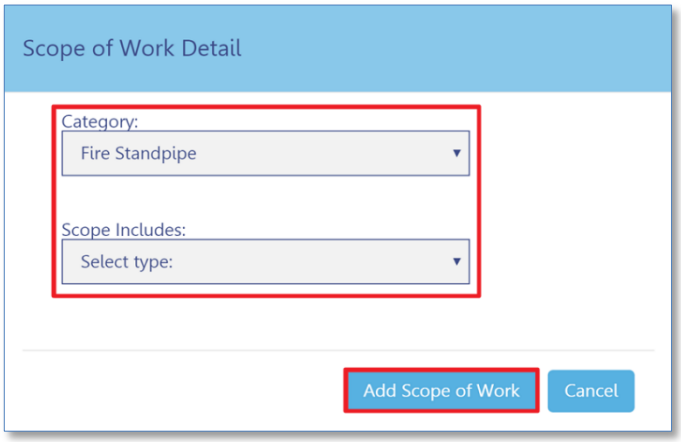


Edit or Delete Items

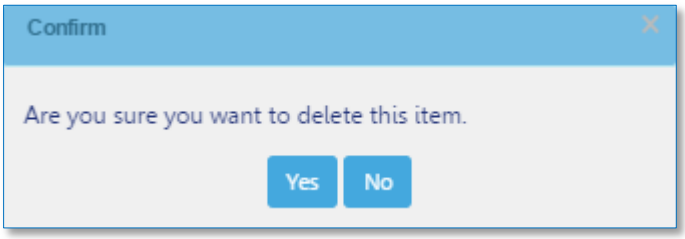
To edit or delete an added work type, click the **Edit** button or the **Delete** button, follow the instructions below, and then **Save** all changes.



If **Edit** is selected, a **Scope of Work Detail** window will appear, which provides the option to change the work type. After finishing the edits, click on **Add Scope of Work** to update it.



If **Delete** is selected, a confirmation window will appear. Click **Yes** to confirm or click **No** to return to the previous screen. When confirmed, the selected item will be removed from the list.



Cost Affidavit (PW3)

The Cost Affidavit (**PW3**) form must be submitted for all applications where fees are assessed based upon construction costs.

*Please Note: What is shown in the **Cost Affidavit** screens is based on your work type selection in Section 6 of the **PW1** form. If you need to change this information, you must change it on the **PW1** first.*

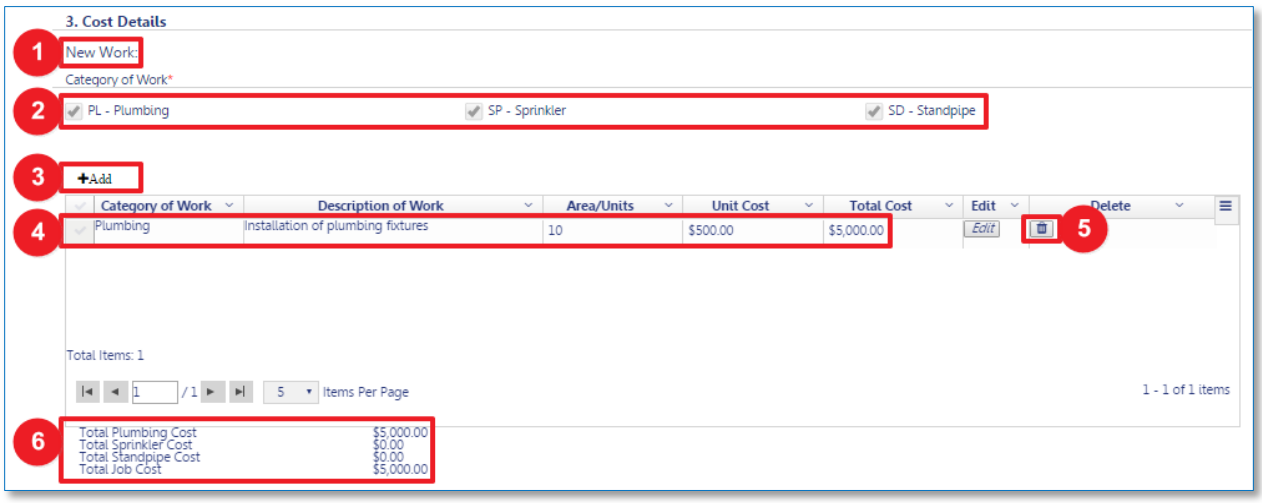
Reason for Filing

Displays the reason for filing – defaults to **Initial Filing** for new work and will update automatically based on the filing action taken.

Cost Details

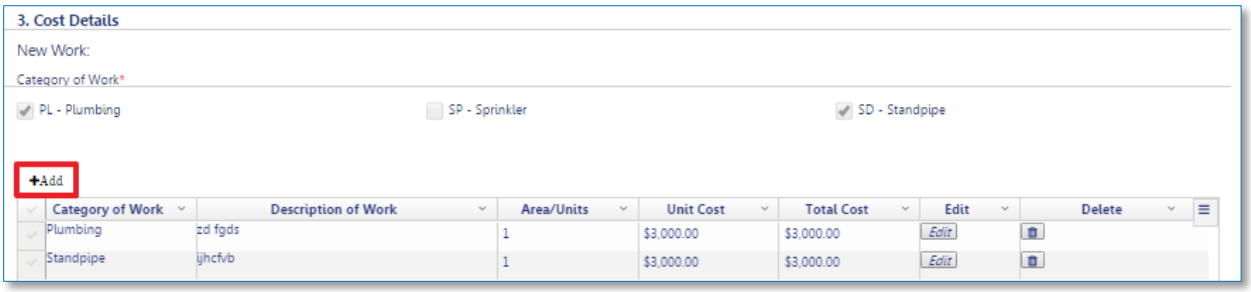
In the **Cost Details** screen you can add unit costs for each category of work. This section identifies key information in the Cost Details screen.

1. **Work Type:** Indicates the work type; if both New Work and Legalization work is planned under this Job, the details of each type of work will be displayed in separate sections.
2. **Category of Work:** Displays the categories selected in the PW1 section.
3. **+Add:** Click to add a new cost item.
4. **List of Items:** Any entered items are displayed in this section, with the description of work, units, unit costs and total cost.
5. **Delete:** Click to delete the cost item.
6. **Total Cost Information:** Totals for the total cost of all items, listed by work category.



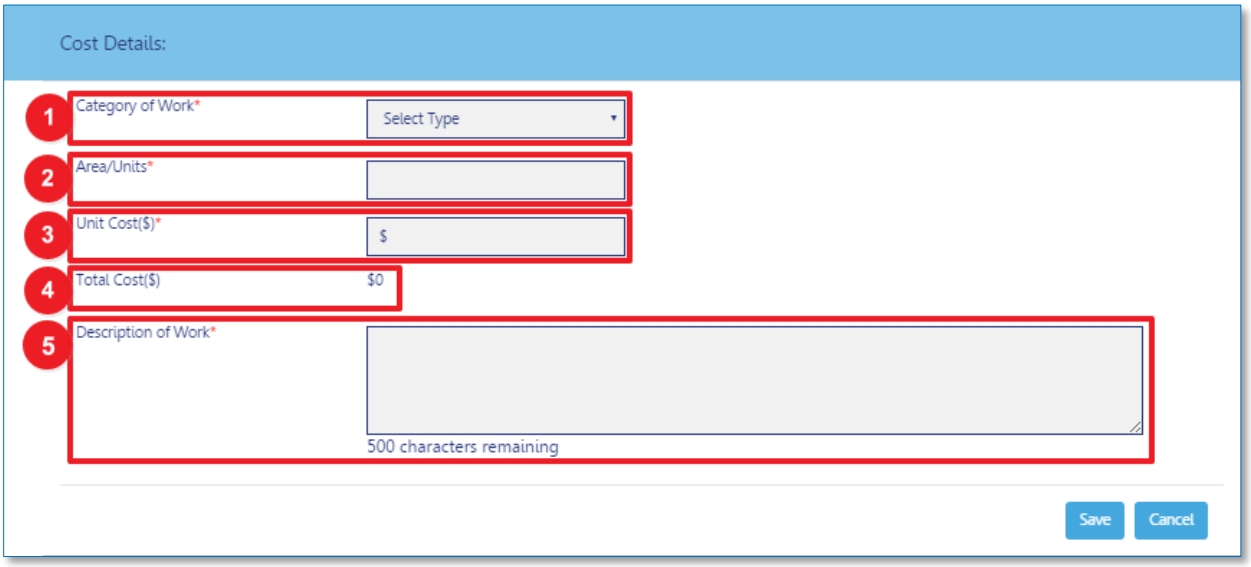
Add Cost Item

Click on the **+Add** button.

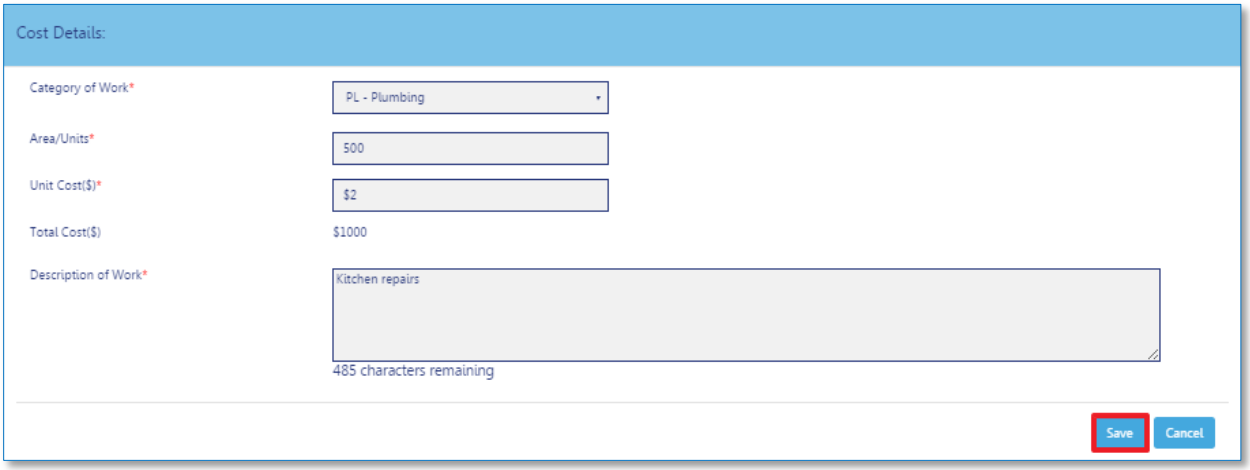


A new **Cost Details** window will open, complete the following fields:

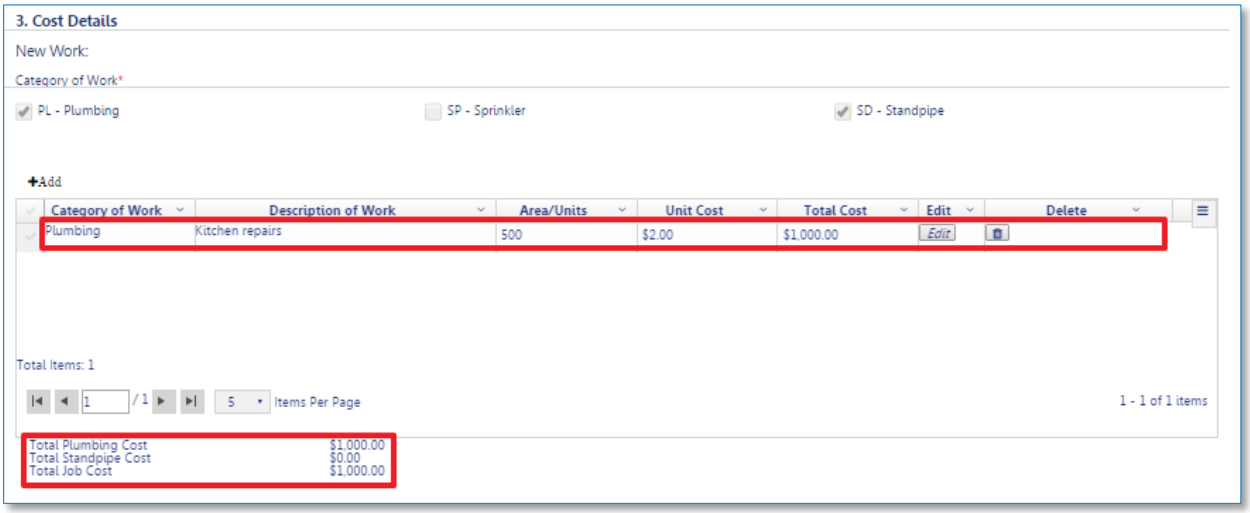
1. **Category of Work:** Select the category of work.
2. **Area/Units:** Enter either the area or number of units based on the selected work type. The area option refers to square feet. The units option refers to the number of item (e.g., sprinkler heads) to complete the work.
3. **Unit Cost ($):** Enter the price associated with the area/units.
4. **Total Cost ($):** Total cost as calculated using the area/units and unit cost entered in the previous fields.
5. **Description of Work:** Briefly describe the work that will be done for this item.



Click on **Save** after completing all fields.

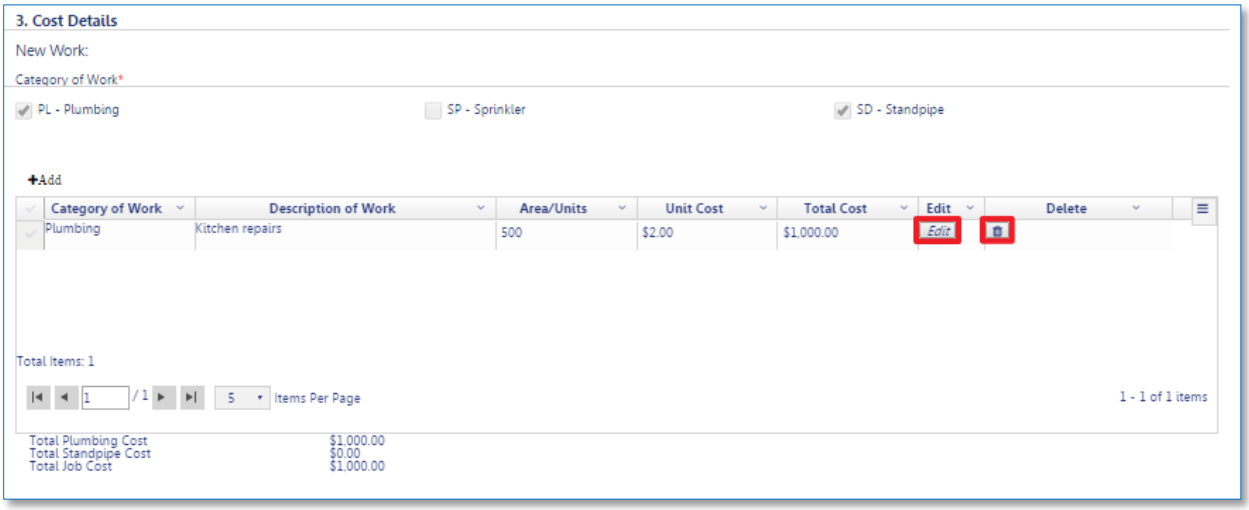


The new item will now be added to the work list, and the new **Total Job Cost** will be calculated.

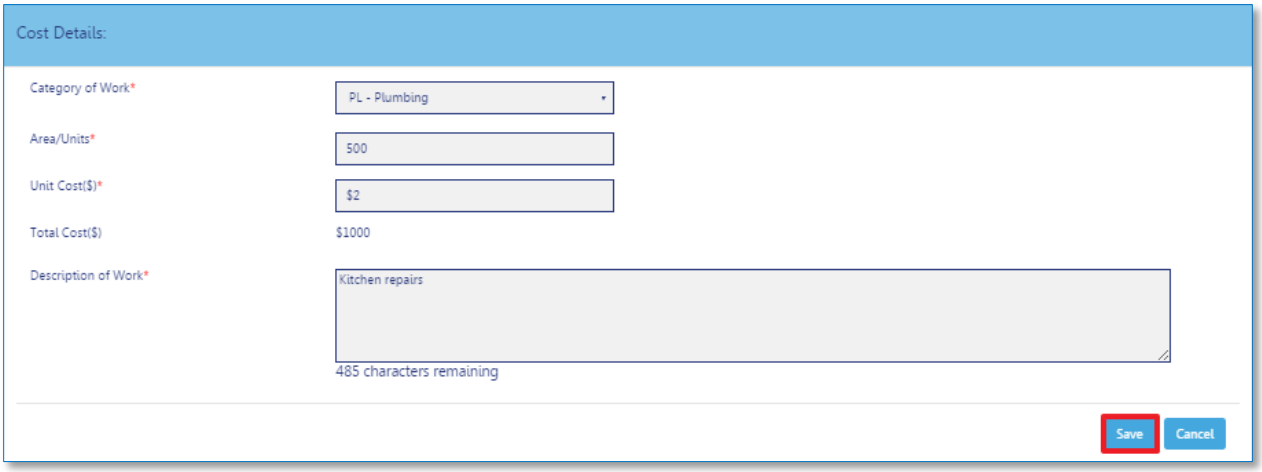


Edit or Delete Items

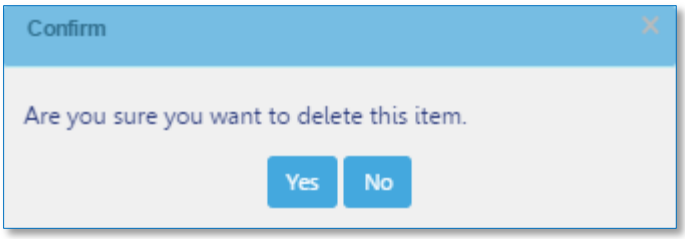
Once the cost details for a work type have been added you have the ability to edit or delete it. To do so, click on the **Edit** or **Delete** buttons on the right side of the grid.



If **Edit** is selected, a **Cost Details** window will open, which provides the option to change the cost details. After finishing the edits, click on **Save** to update, or click **Cancel** to return to the previous screen.



If **Delete** is selected, a confirmation window will appear. Click **Yes** to confirm or click **No** to return to the previous screen. When confirmed, the selected item will be removed from the list.



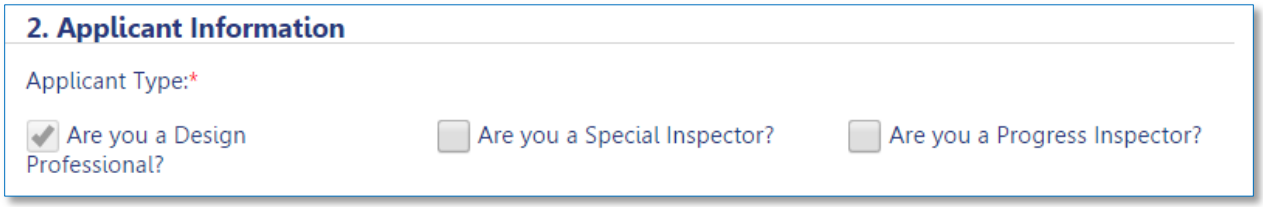
After editing or deleting an item, click **Save** on the job filing screen to keep all changes.

Technical Report (TR1)

The **Technical Report (TR1)** needs to be completed to show compliance for all inspections/tests required for the related job, in accordance with the **New York City Construction Codes**. Certain sections can only be completed by the Special Inspector or the Progress Inspector associated with the filing; these sections will be indicated in the instructions below.

Applicant Information

Filing Representatives cannot make a selection for **Applicant Type**. This will need to be done by the designated Design Professional or Inspector on the job filing.

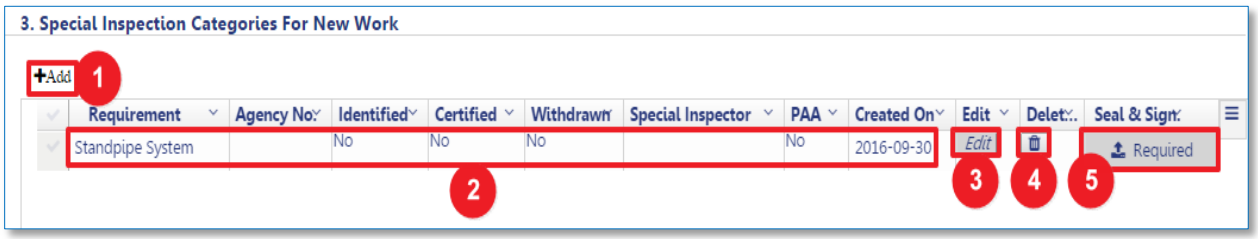


Special Inspection Categories for New Work/Legalization

If you are not the Special Inspector, you will only be able to add a requirement. The Special Inspector is then required to log into DOB NOW: *Build* to complete certain fields in this section.

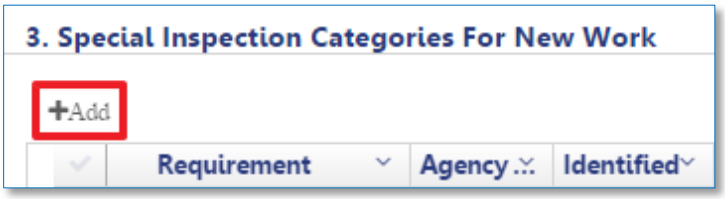
Please Note: New Work and Legalization will be displayed in separate sections and grids, as 3a. and 3b., respectively.

1. **+Add**: Click to add new special inspection categories.
2. **Special Inspection Category Requirement**: Displays the list of previously entered Special inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Special Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If a Special Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Special Inspector. Only the Special Inspector can click it.



Add Special Inspection Category

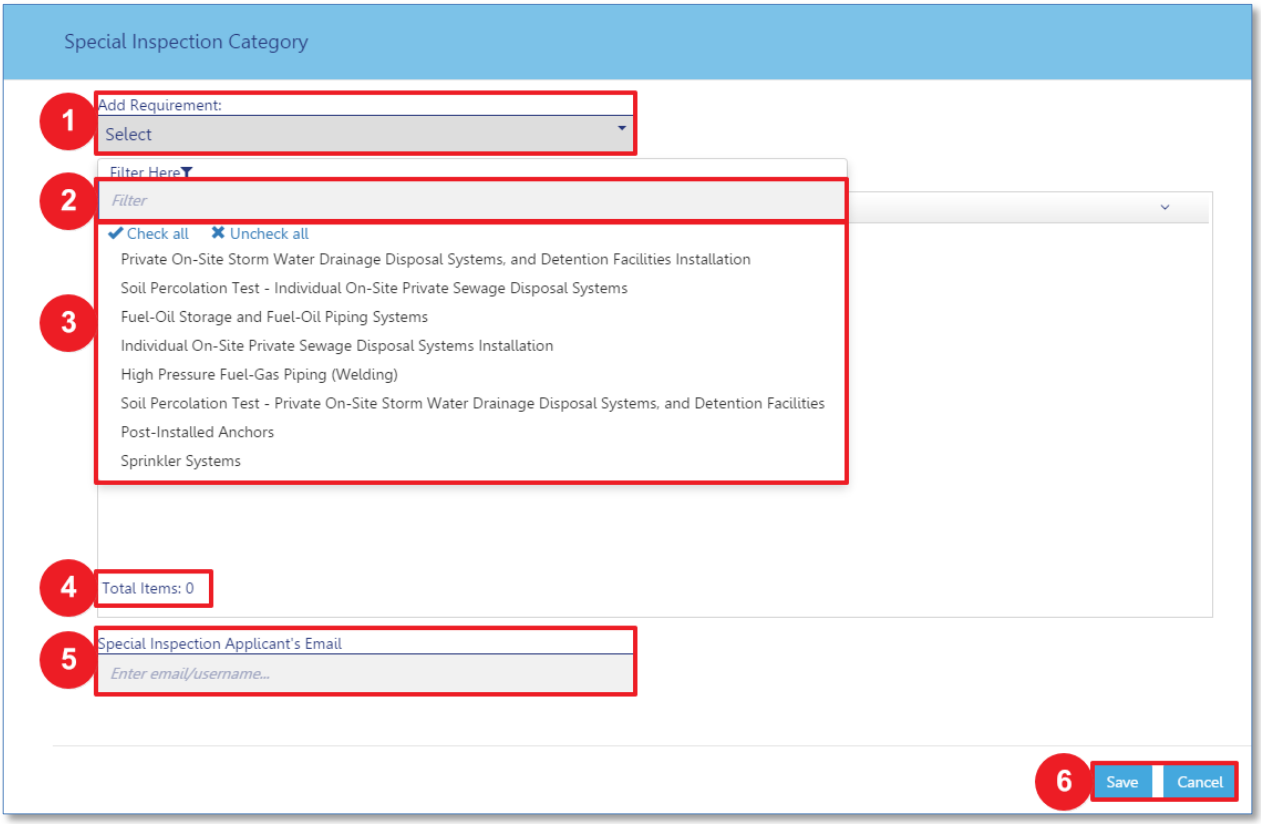
To add a new special inspection category, click on the **+Add** button, located in the top left corner of the table.



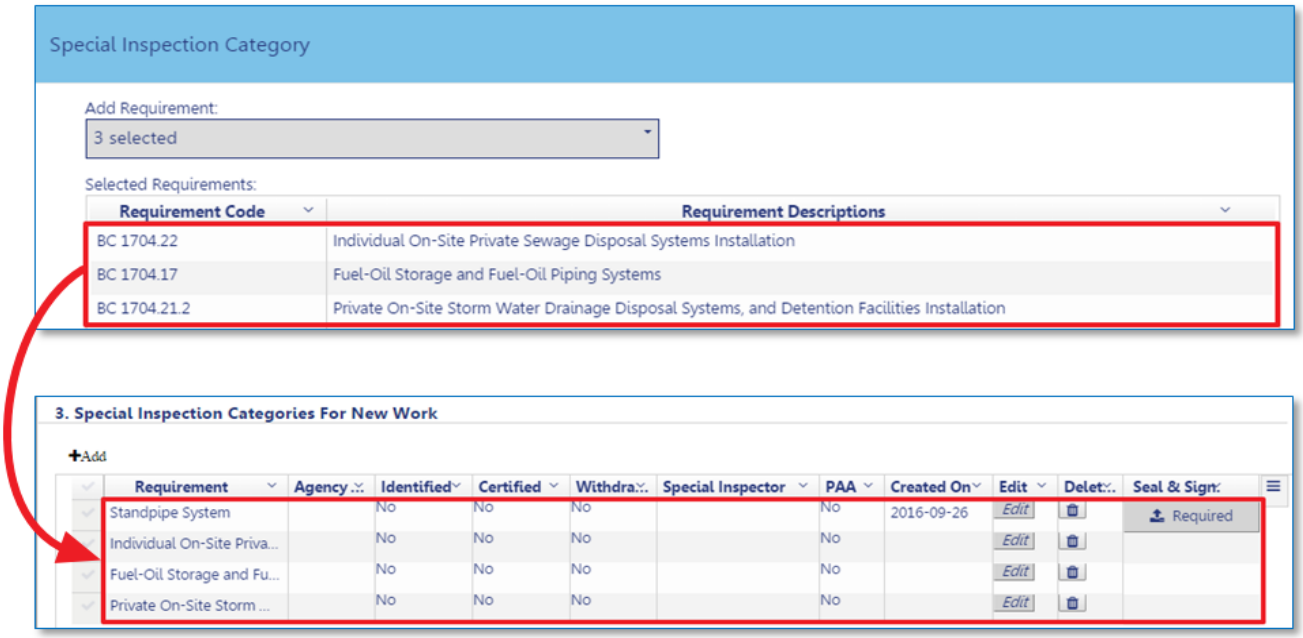
Instructions for non-Special Inspectors

Clicking on **+Add** will make the following form open:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Special Inspector's email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.



The newly added **Requirements** will now be transferred to Section 3 of the **TR1** form, where the Special Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.

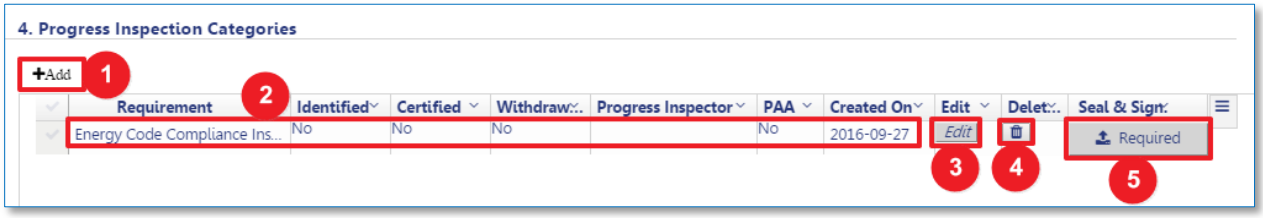


Progress Inspection Categories for New Work/Legalization

Add progress inspection categories for the job filing. If you are not the Progress Inspector, you will only be able to add a requirement and then the Progress Inspector will need to log into DOB NOW: *Build* to complete certain fields in this section.

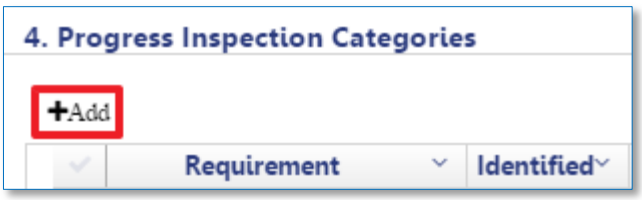
Please Note: New Work and Legalization will be displayed in separate sections and grids, as 4a. and 4b., respectively.

1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If a Progress Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.



Add Progress Inspection Category

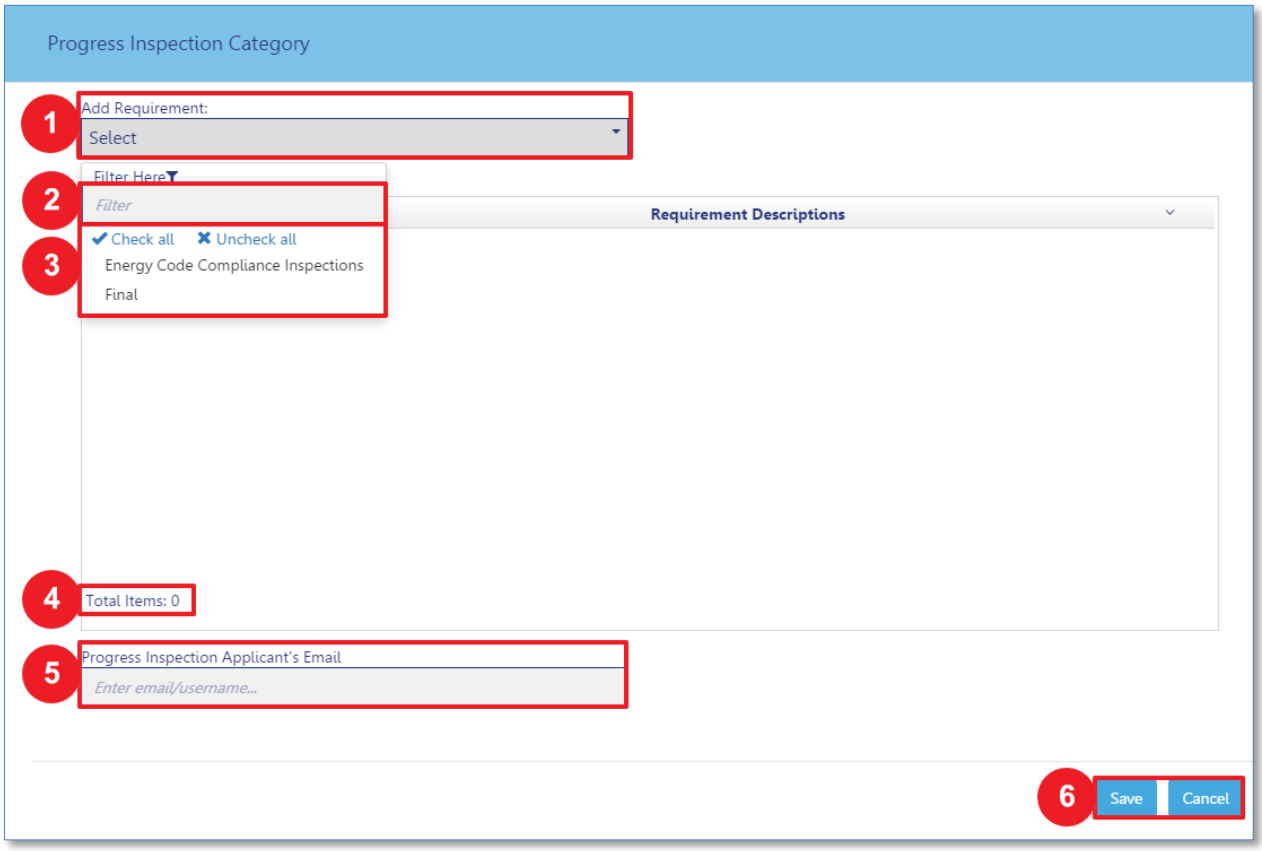
To add a new progress inspection category, click on the **+Add** button and follow the instructions below.



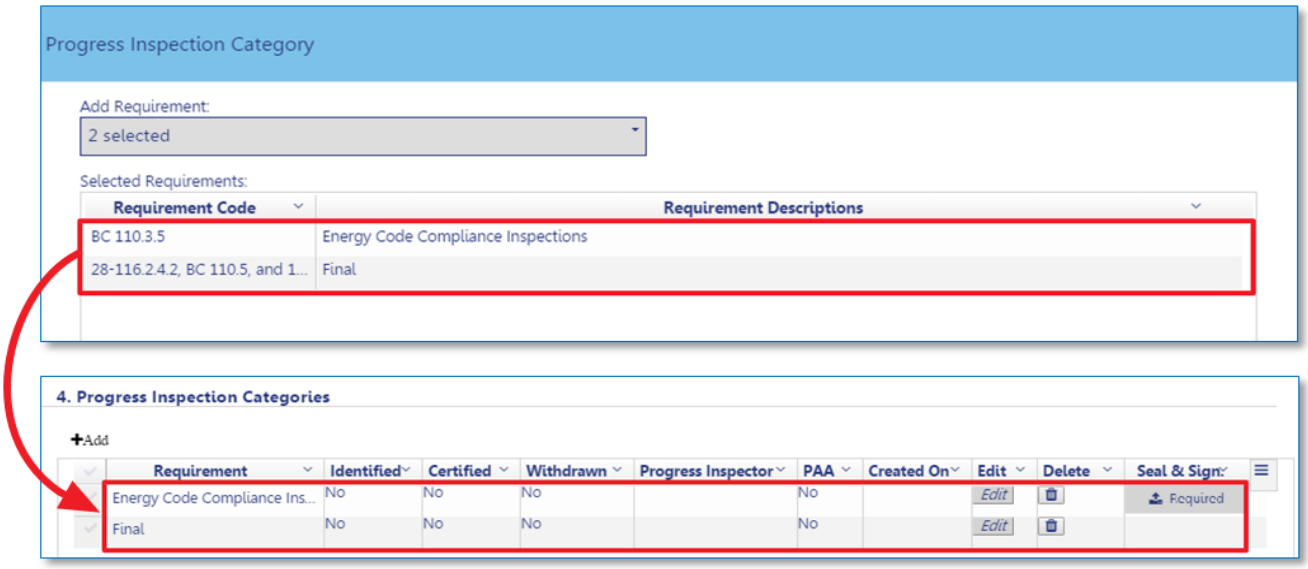
Instructions for Non-Progress Inspectors

Clicking on **+Add** will make the following form open:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant's email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.



The newly added **Requirements** will now be transferred to Section 4 of the **TR1** form, where the Progress Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.

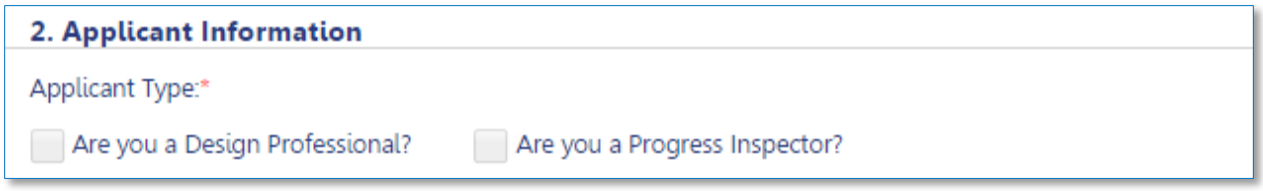


Technical Report Energy (TR8)

The **TR8** form will only appear as part of the filing if you selected NYCECC or ASHRAE as a choice for the Code Compliance Path in *Section 10* of the **PW1** form. This section guides you through how to complete the **TR8** form.

Applicant Information

Filing Representatives cannot make a selection for **Applicant Information**. This will need to be done by the designated Design Professional or Progress Inspector on the job filing.

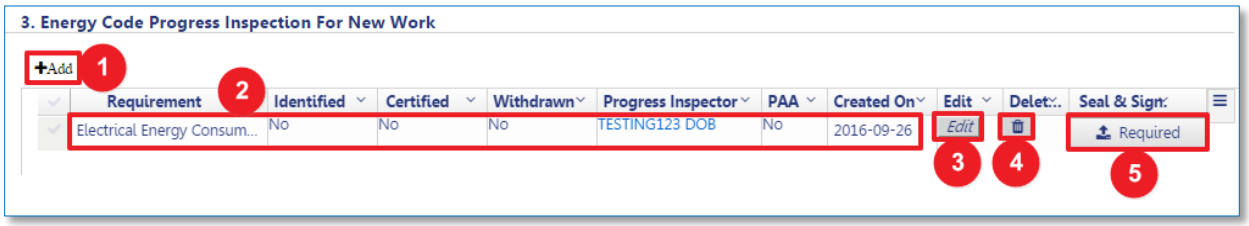


Energy Code Progress Inspection for New Work/Legalization

Add progress inspection categories for the job filing. Only the Progress Inspector will be able to complete this section.

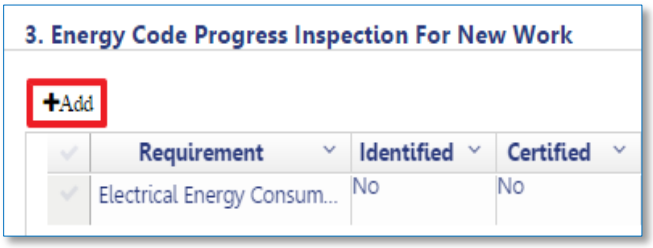
Please Note: New Work and Legalization will be displayed in separate sections and grids.

1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress Inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If you are not the Progress Inspector you will only be able to delete requirements you created.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.



Add Energy Code Progress Inspection Category

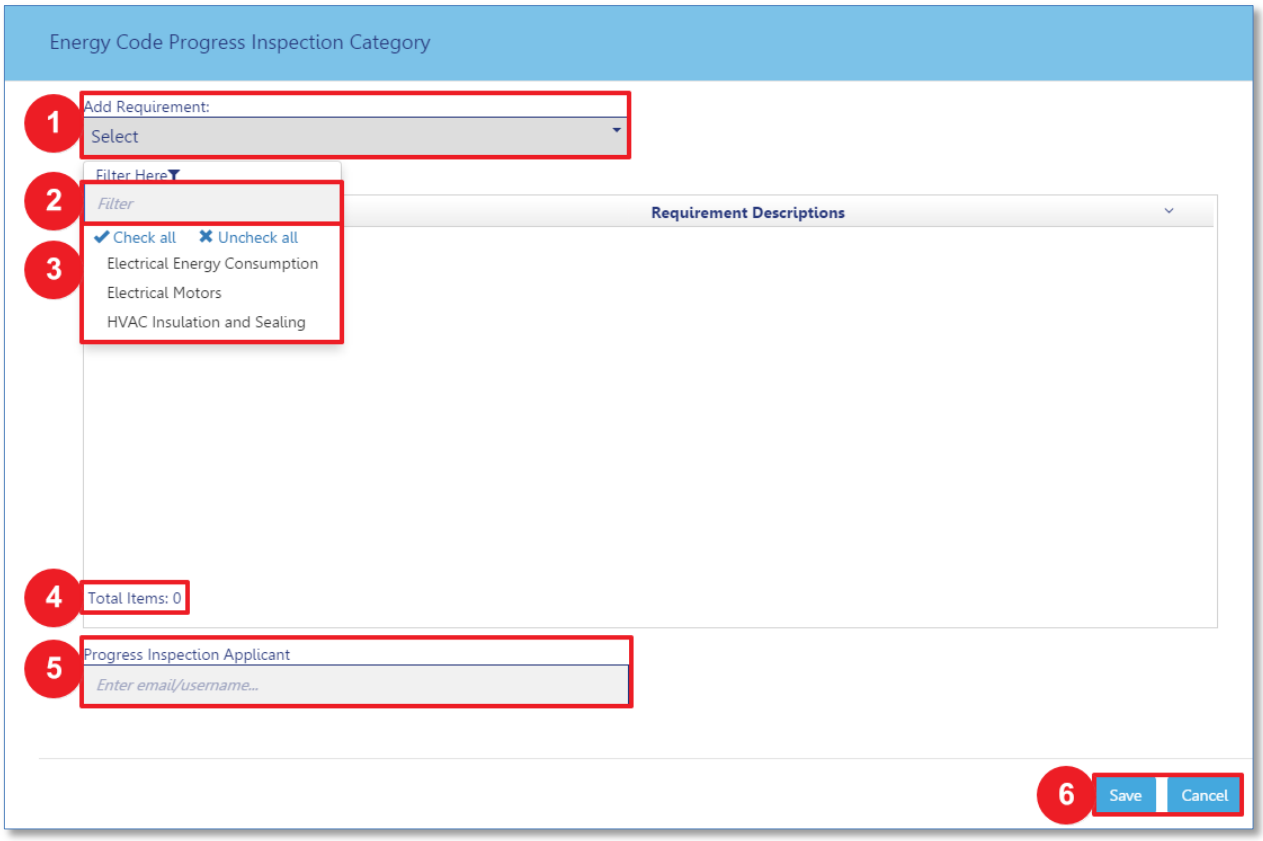
To add a new energy code inspection category click on the **+Add** button and follow the instructions below.



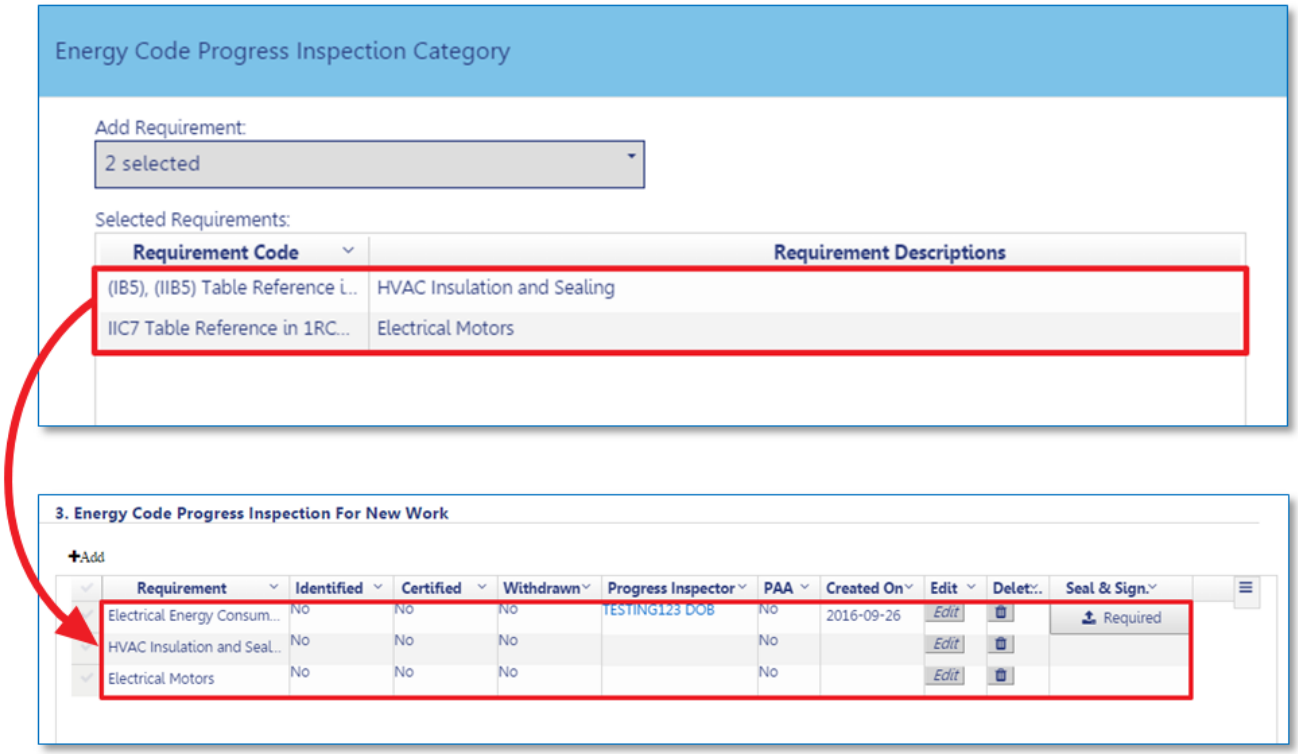
Instructions for Non-Progress Inspectors

Clicking on **+Add** will open the following form:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant's email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.



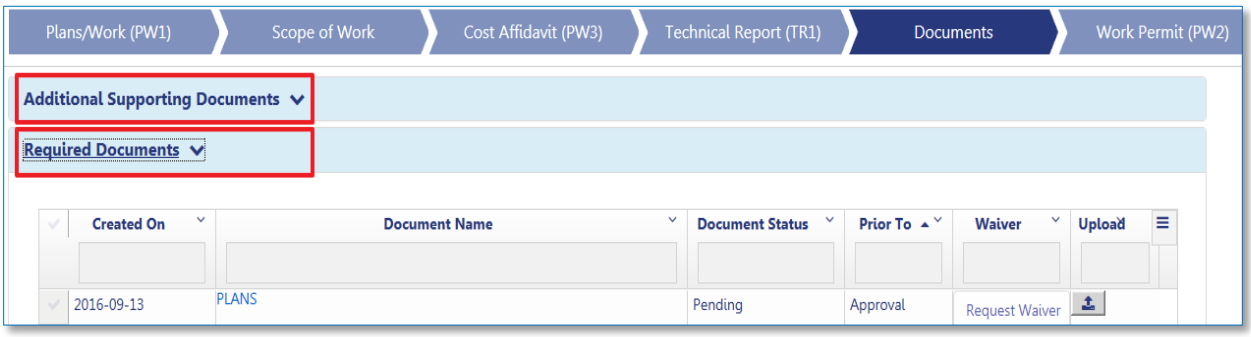
The newly added **Requirements** will now be transferred to Section 3 of the **TR8** form, where the Progress Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.



Documents

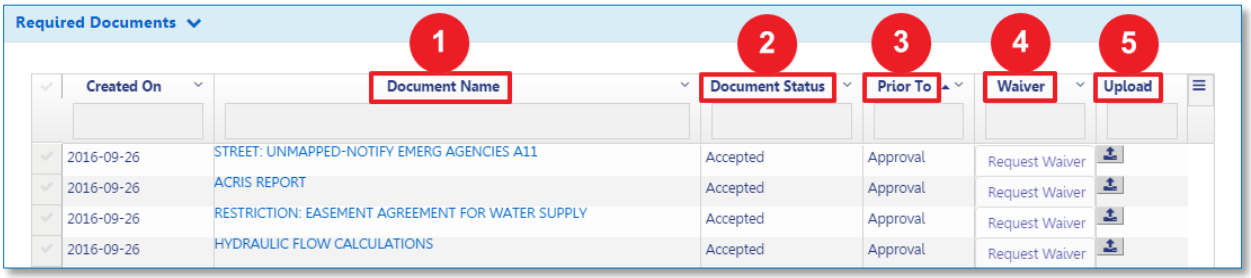
This section displays a list of required documents that need to be uploaded. This list will change based on the content of each specific job filing. The **Documents** section contains two tabs for documents: **Additional Supporting Documents** and **Required Documents.** The **Required Documents** tab is expanded by default.

Please Note: Filing Representatives are not authorized to upload the signatures and seals required.



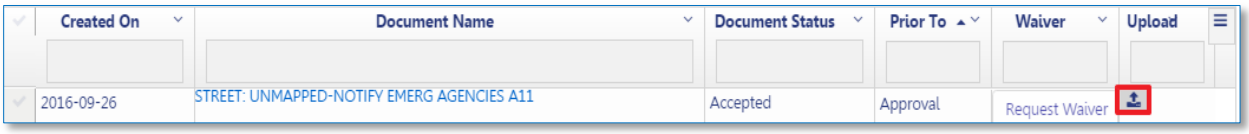
Required Documents Tab

1. **Document Name:** Provides the document name.
2. **Document Status:** Specifies the status of the required document. The possible values are: *Required*, *Pending*, *Submitted,* and *Accepted*.
3. **Prior To:** Specifies the filing status prior to submitting documents to DOB and helps guide which documents are still needed. Possible statuses are: *Approval*, *Permit Issued*, and *Sign Off*.
    a. It is necessary to upload all documents that have an *Approval* status.
    b. If filing a Professional Certification that includes a PW2, it is necessary to upload all documents that have a *Permit Issued* status.
4. **Waiver:** Click to request that the document requirement be waived. It is not possible to request a waiver on certain documents
5. **Upload:** Allows you to upload the document. If the button is greyed out you will be unable to upload that document.

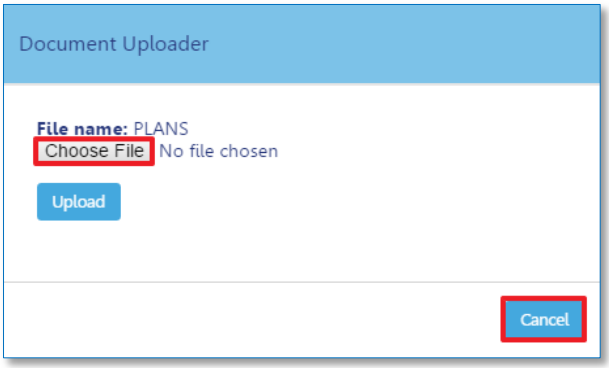


Uploading Documents for Required Documents

To upload a document, click on the **Upload** button in the **Required Documents** table.

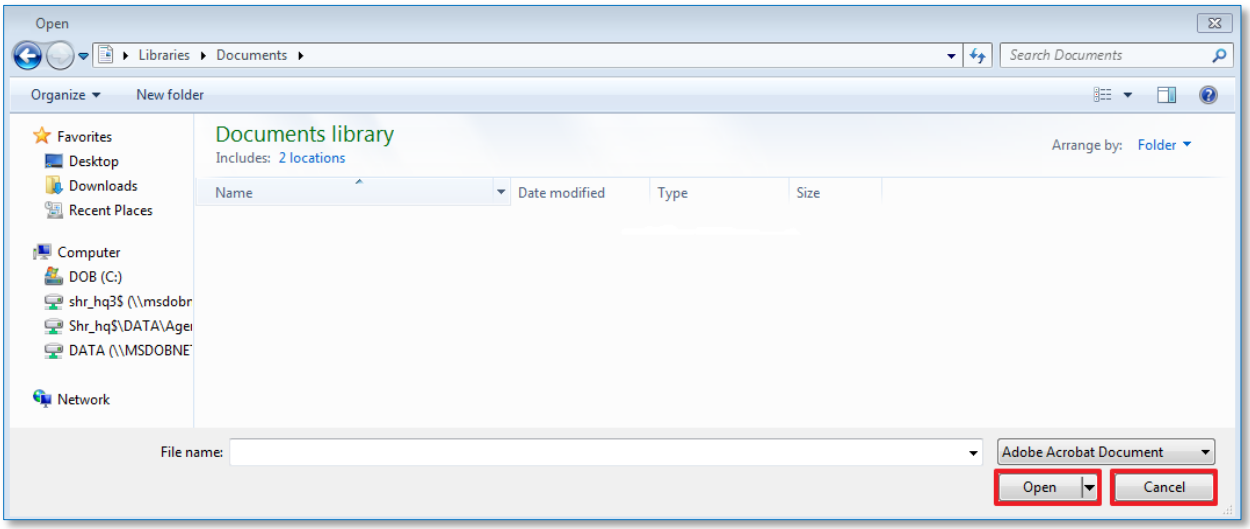


A sub-window opens as shown below. Click on **Choose File** to locate the document. Click **Cancel** to return to the previous screen.

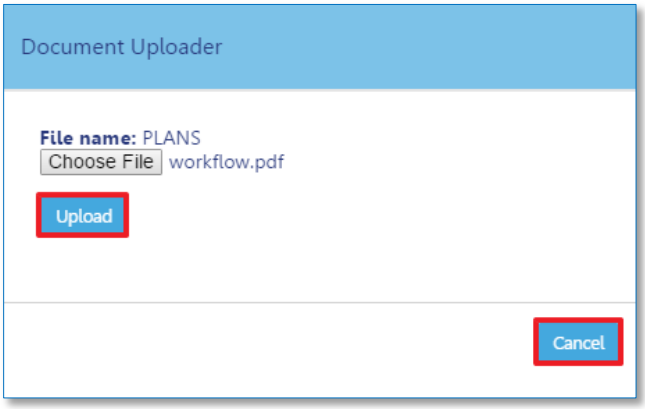


A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

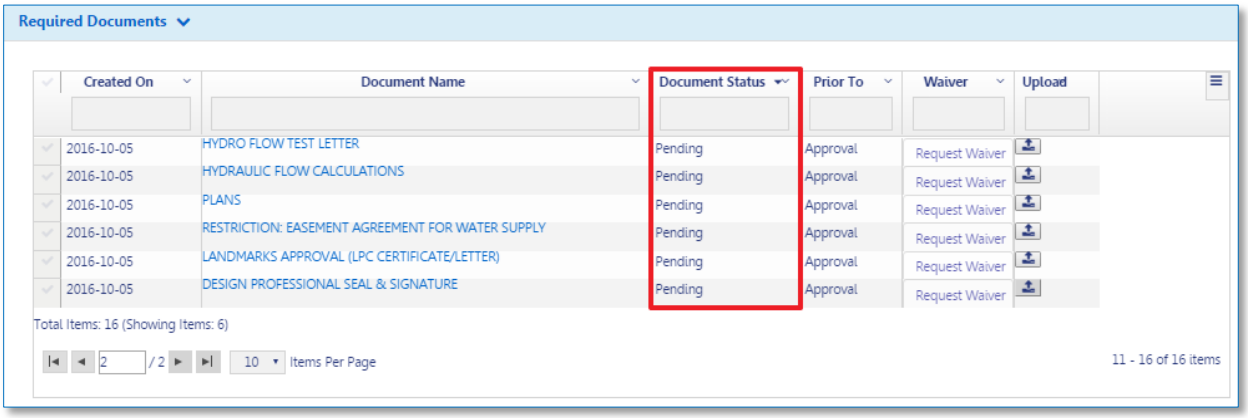
Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.



The document name will appear in the **Document Uploader** window. Click on **Upload** to submit the selected document. Click **Cancel** to return to the previous screen.



Status for that document will change to **Pending**. Once this document has been reviewed and accepted by the Plan Examiner the document status will be updated to **Accepted**.

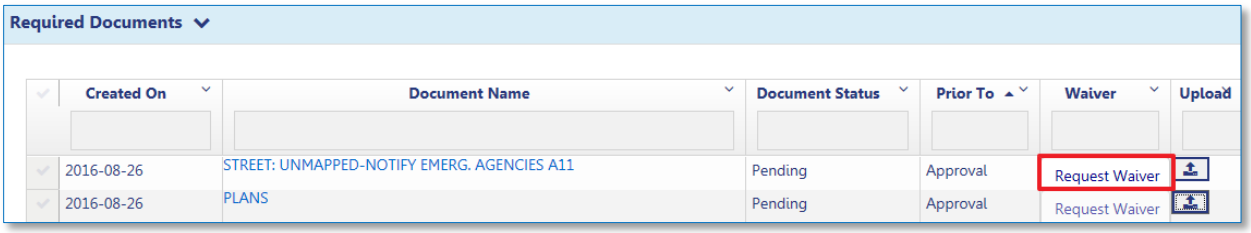


To obtain a copy of the required Design Professional/Licensee Seal and Signature Form (DPL-1) document click on the following link: http://www1.nyc.gov/assets/buildings/pdf/dpl1.pdf

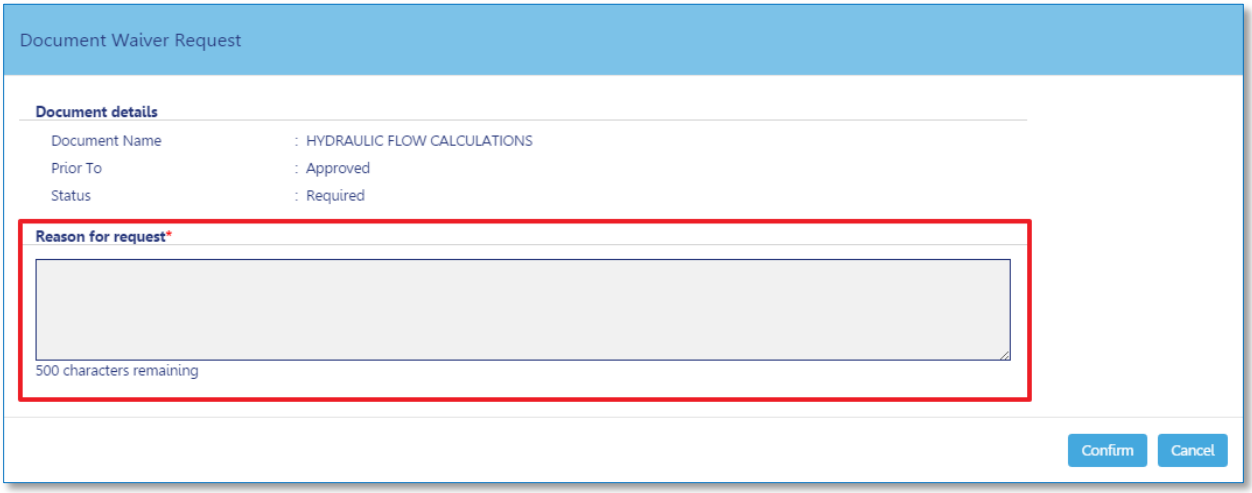
Request Waiver for Required Documents

For certain required documents it is possible to request a waiver from DOB.

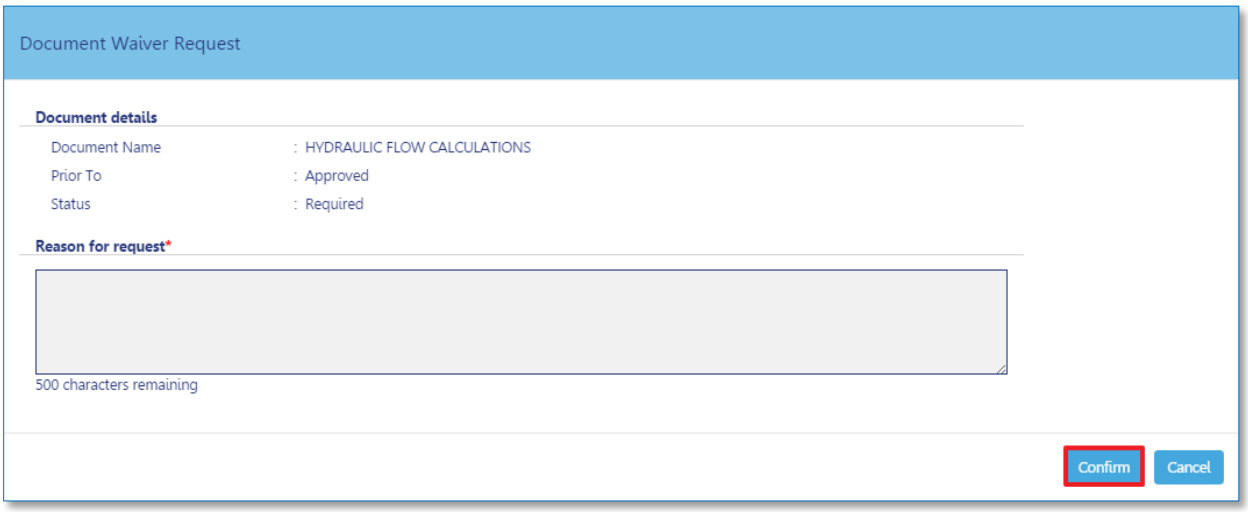
Under the **Required Documents** tab click on **Request Waiver**.



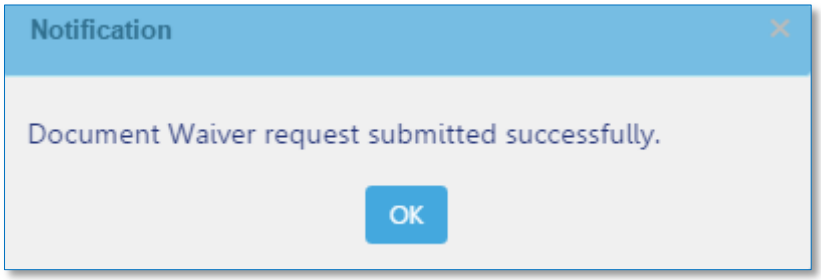
A **Document Waiver Request** form will appear, enter the **Reason for Request**.



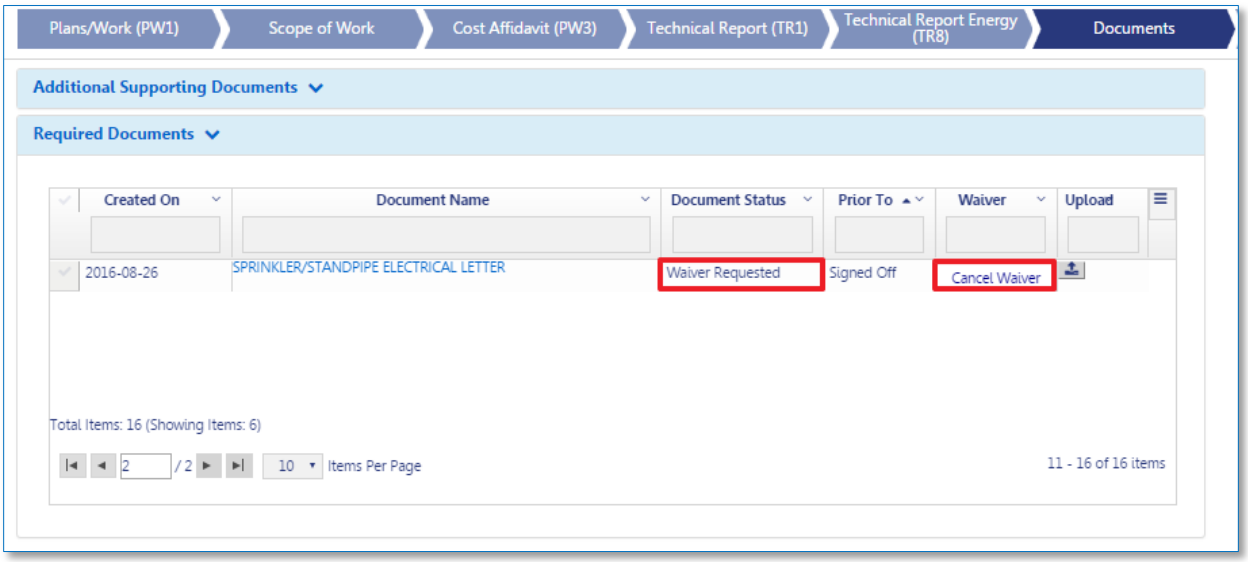
Click on **Confirm** to submit the request**.**



The following message will appear, notifying you that the request has been submitted successfully.



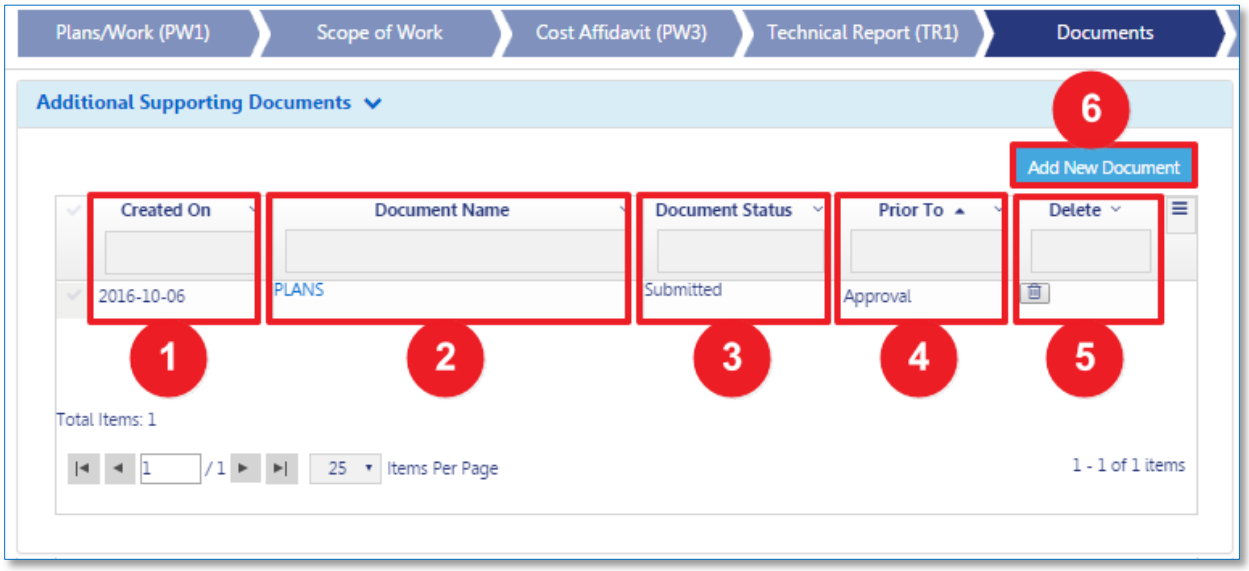
The **Document Status** in the documents table will change to **Waiver Requested**. If the waiver request is accepted, the document status will change from **Waiver Requested** to **Accepted**. To cancel the request, click **Cancel Waiver**



Additional Supporting Documents Tab

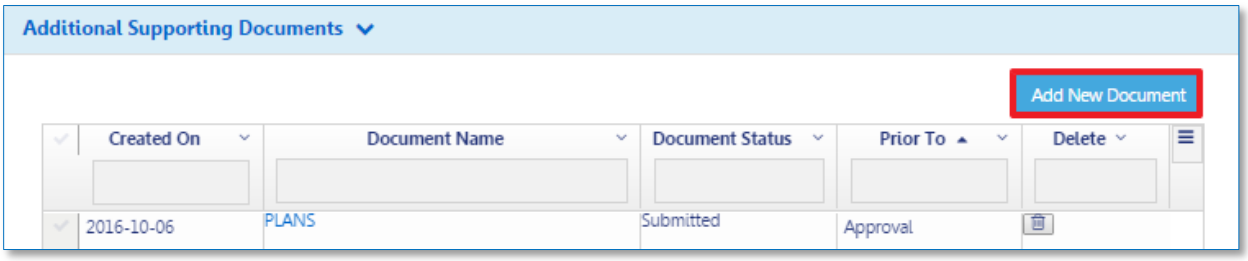
To submit additional supporting document which are not required, click on the **Additional Supporting Documents** tab on underneath the progress ribbon. The tab will expand and display the following table:

1. **Created On:** The date the document when the document submission was created
2. **Document Name:** Provides the document name.
3. **Document Status:** Specifies the status of the required document. Possible values are: Required, Pending, Submitted and Accepted**.**
4. **Prior To:** Specifies the filing status prior to which the document should be submitted to DOB in order to satisfy the filing requirement at that stage of the process. Possible statuses are: Approval, Permit Issued and Sign Off.
5. **Delete:** Click to delete document.
6. **Add New Document:** Click to add new supporting documents.

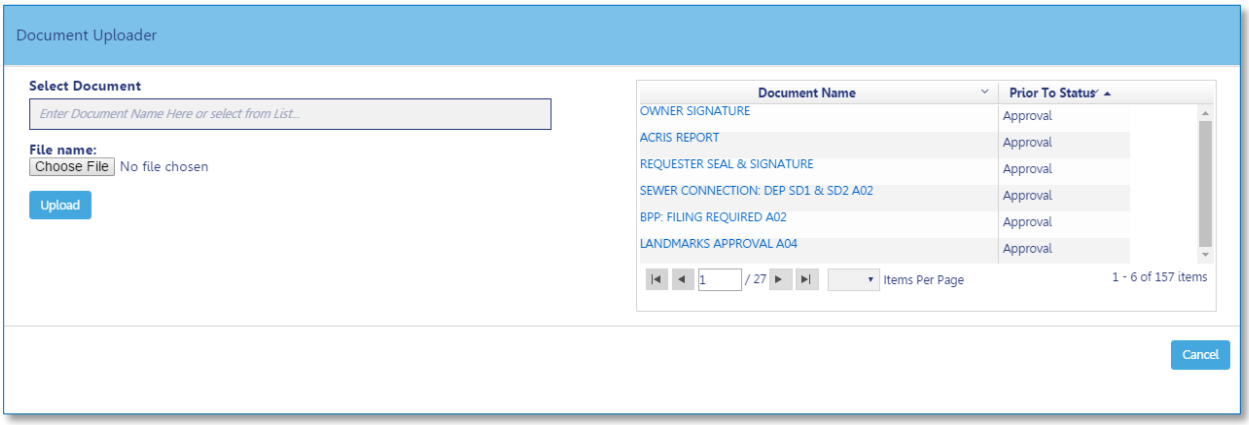


Uploading Documents for Additional Supporting Documents

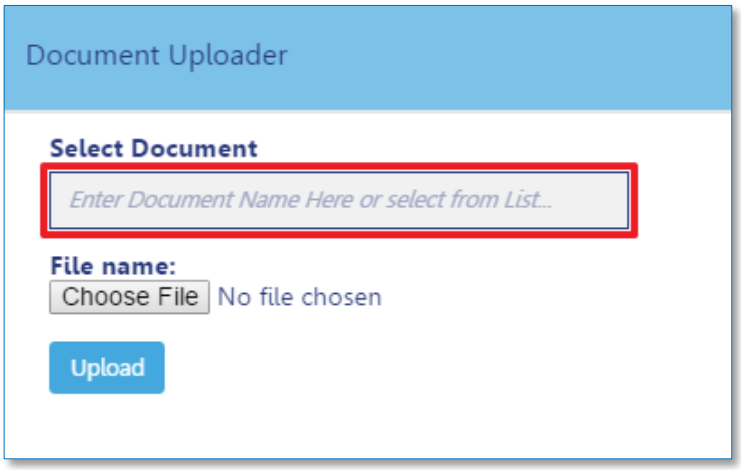
To upload supporting documents, click on the **Add New Document** button.



The **Document Uploader** window will appear.

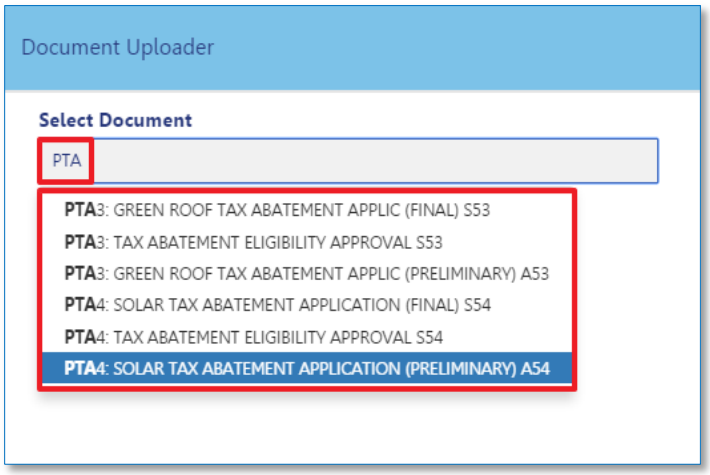


In the **Select Document** field, start typing in the name of the document you want to upload.

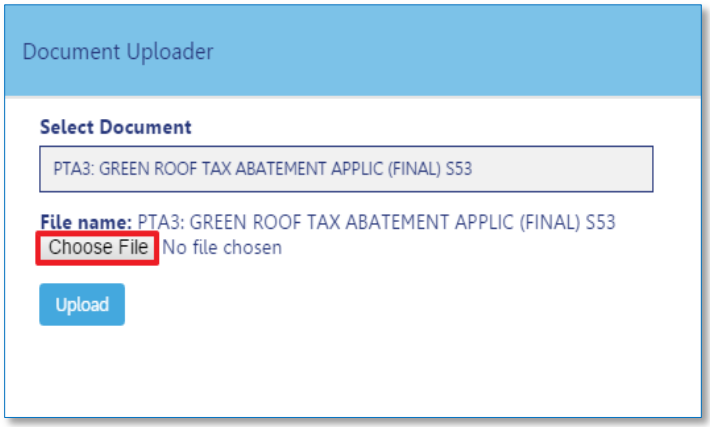


Only documents listed in the table to the right can be selected

After entering several letters, the application will bring up suggestions for documents to select.

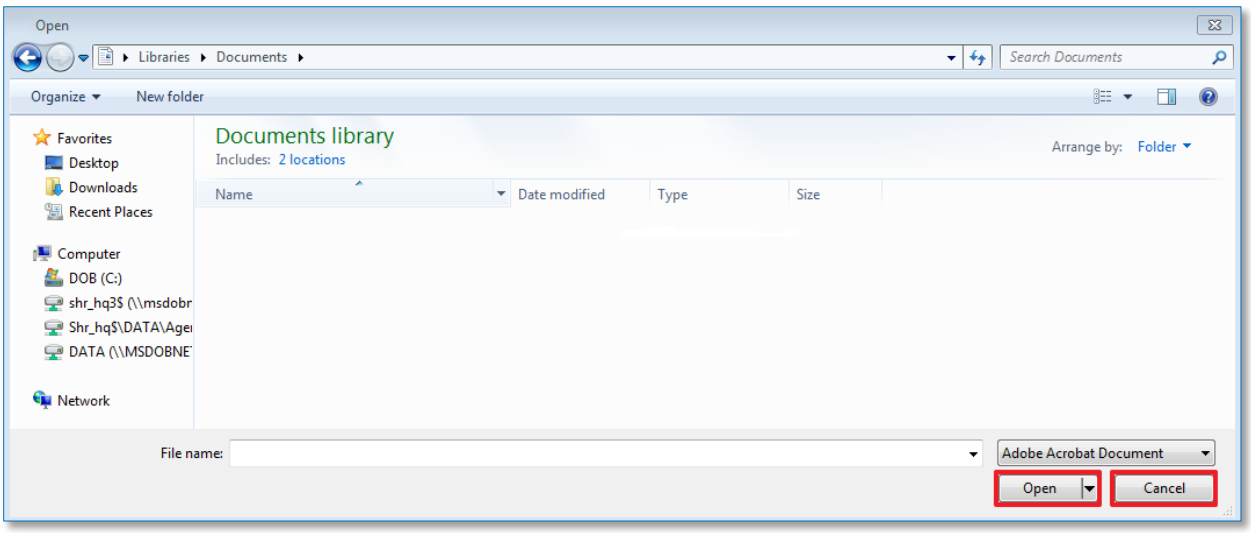


Select the document you want to upload. After selecting the document, click **Choose File** to locate the document.

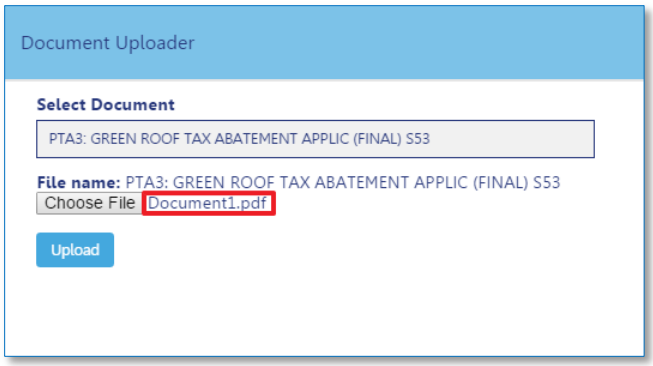


A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

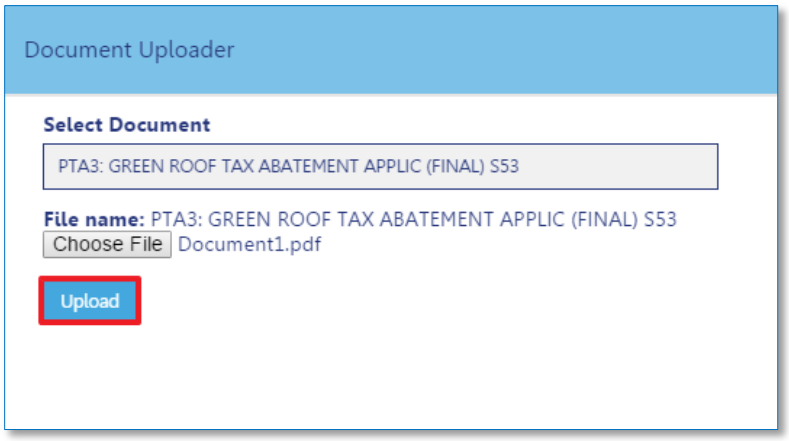
Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.



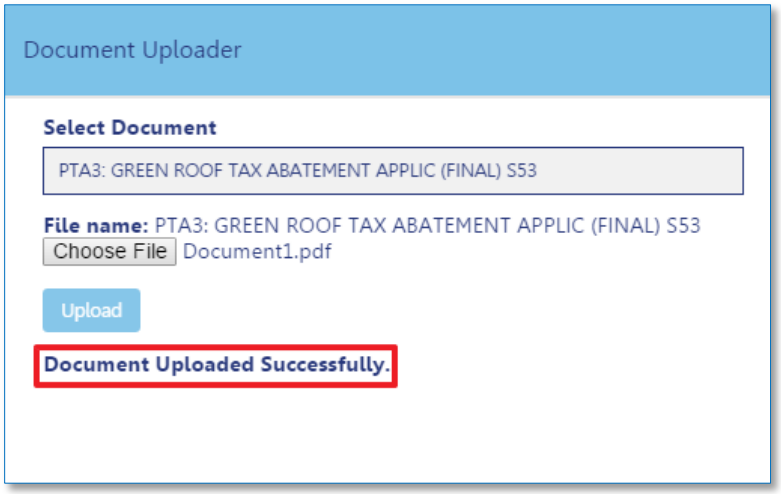
The **Document** will now appear in the **File name** field.



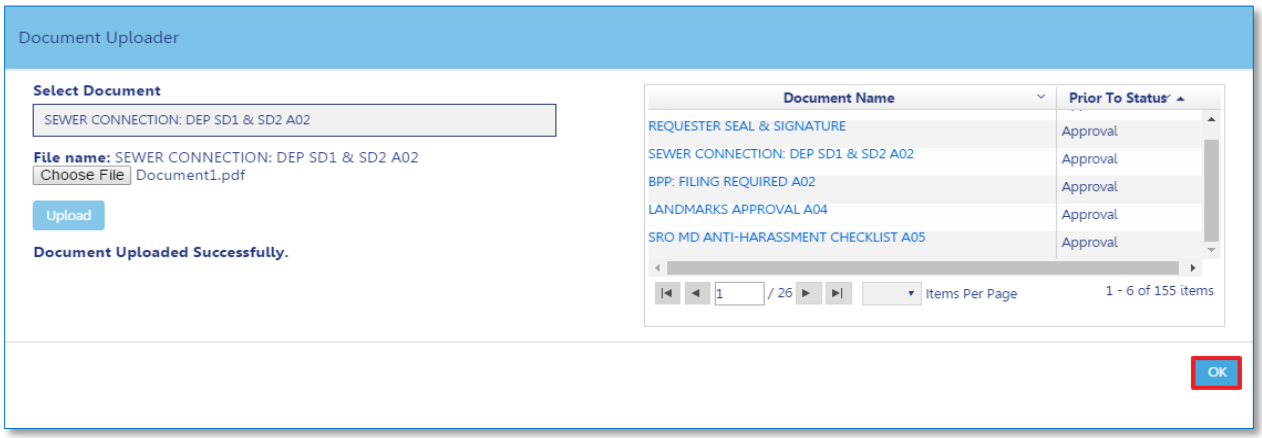
Click on **Upload**.



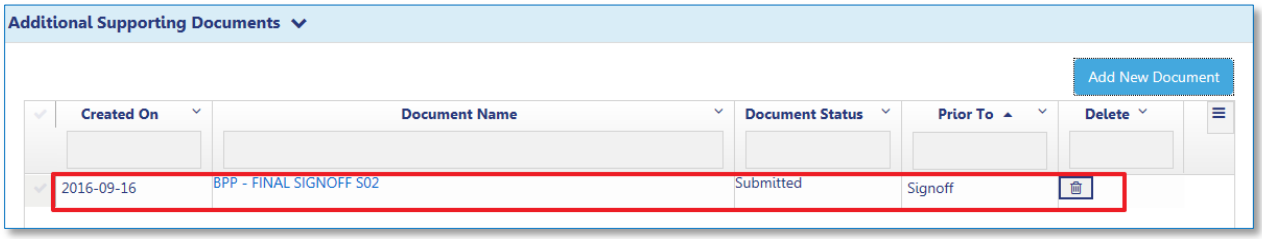
If the document was uploaded successfully it will be indicated on the screen.



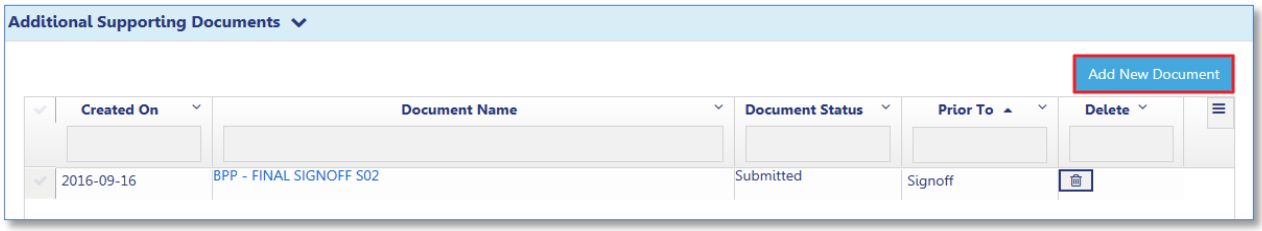
Click on **OK** to close the **Document Uploader** sub-window and return to **Additional Supporting Documents**.



The uploaded document will appear under **Additional Supporting Documents**.



If you need to upload another document, click on **Add New Document** and repeat the process.



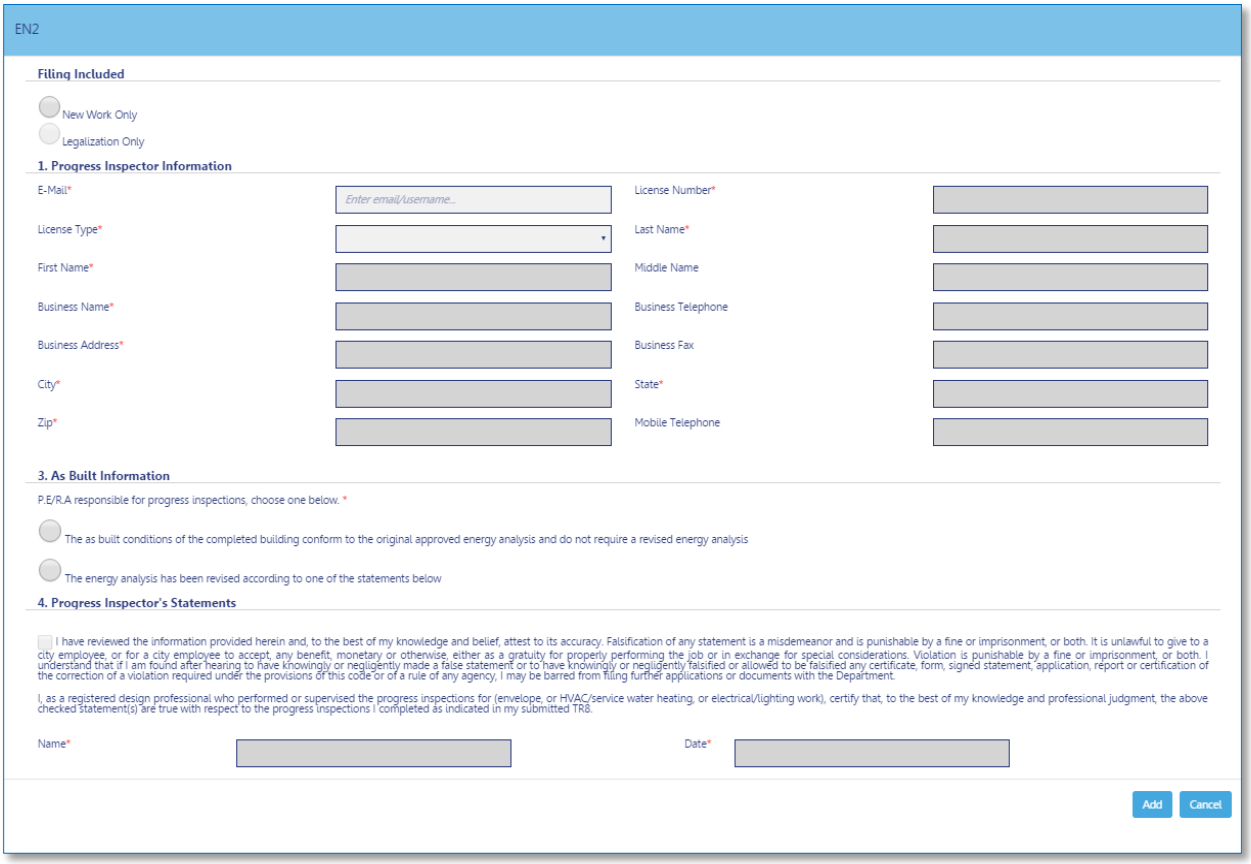
EN2

The Progress Inspector(s) must certify on this form that the as-built values for energy in the building match the values in the last-approved **Energy Analysis**. The **EN2** tab will appear after the status for the filing is **Permit Entire**.

As Built Energy Analysis for New Work/Legalization

As the Filing Representative, you will only be able to view the **EN2**. You will not be able to insert any information. To view the **EN2**, click on **Edit** in the **As Built Energy Analysis** table**.**

The **EN2** window will open for viewing only.



Work Permit (PW2)

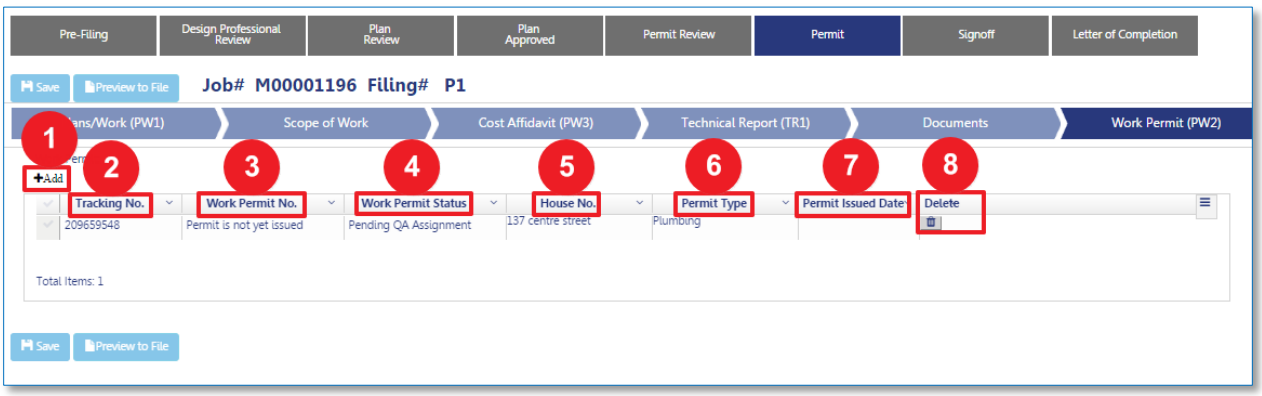
The Work Permit (**PW2**) is filed with DOB to obtain a work permit. Navigate to the **PW2** from the job filing page. Each Contractor associated with a job filing can pull their respective permits from DOB NOW: *Build*. As the Filing Representative, you will be able to fill out the PW2 form and save it. Only the designated Contractor will be allowed to file the **PW2**.

The following sections of the user manual provide instructions on how to complete the **PW2**.

Work Permit

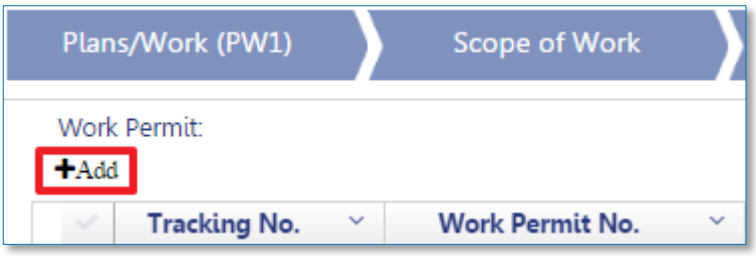
Navigating to the **Work Permit (PW2)** tab in the progress ribbon will open the following table:

1. **+Add:** Click here to add a permit filing.
2. **Tracking No.:** The tracking number of the work permit filing.
3. **Work Permit No.:** Once the filing is approved, a work permit number will be issued.
4. **Work Permit Status:** The status of the current application/permit.
5. **House No.:** The number of the house for which the filing is being made.
6. **Permit Type:** The type of permit being requested.
7. **Permit Issued Date:** Displays previously entered permit information and the permit status.
8. **Delete:** Click here to delete a permit.



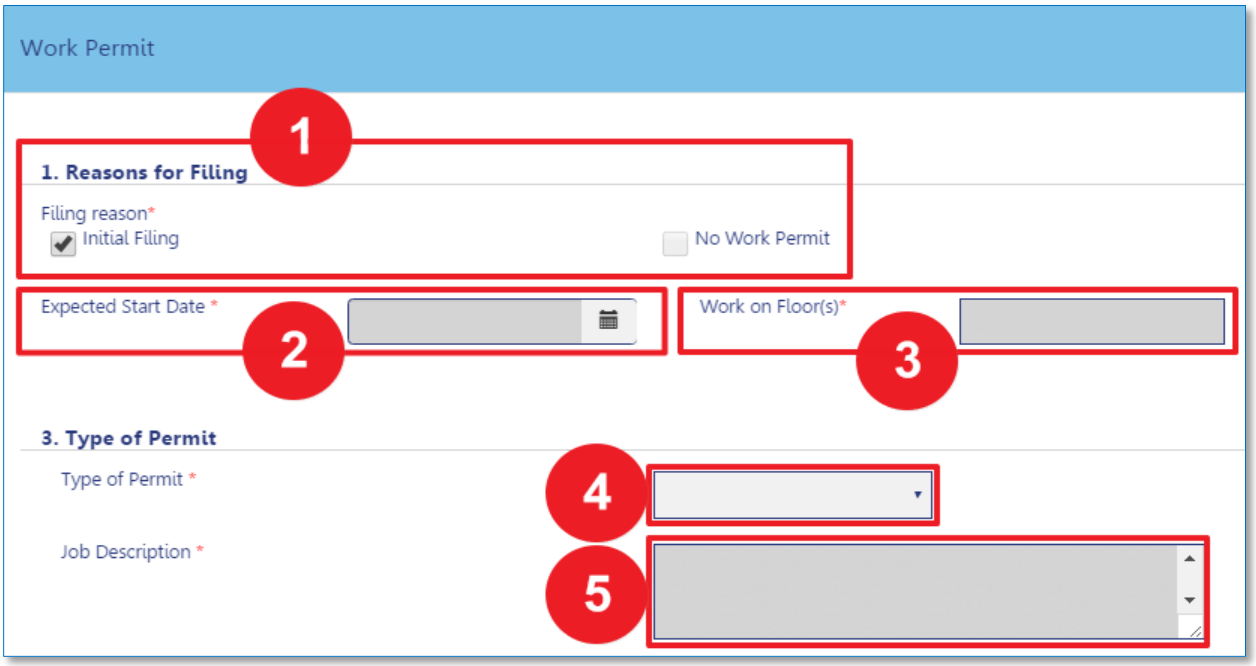
Add a Permit Filing

Click on **+Add**, as seen in the previous diagram, to open the **Work Permit** form.

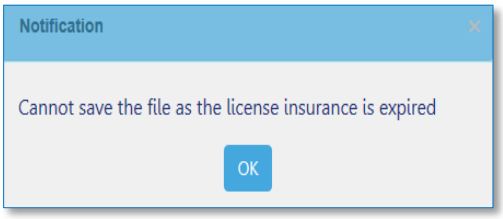


A new **Work Permit** window will open. Enter the required fields:

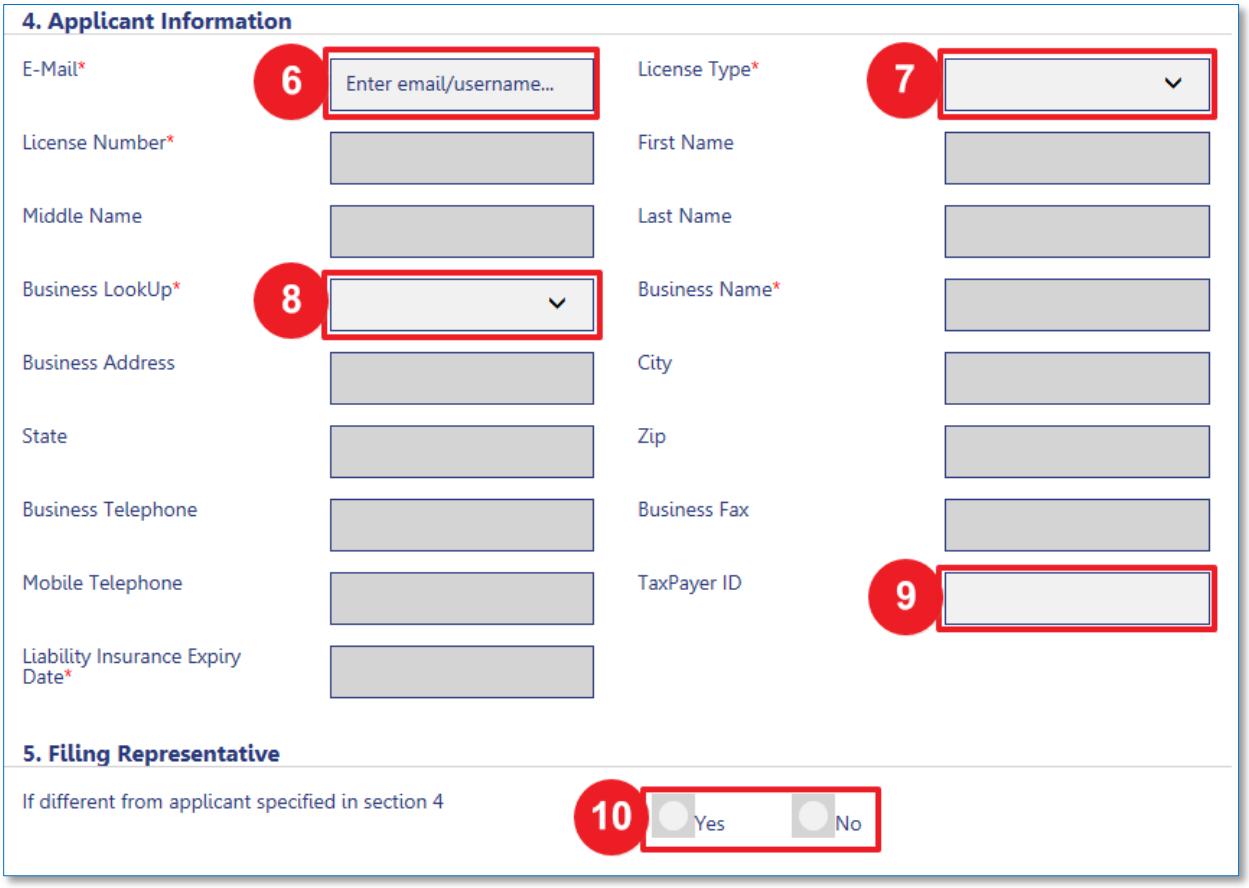
1. **Reason for Filing:** Auto-populated field that indicates the reason for filing (Initial Filing or No Work Permit).
2. **Expected Start Date:** Enter the expected start date for the work.
   a. Click on the calendar icon to select a date from the dropdown.
3. **Work on Floor(s):** Enter floor on which work will be done.
4. **Type of Permit:** Select a permit type.
5. **Job Description:** Auto-populated field based on the information entered on the PW1 that provides a description of the job.



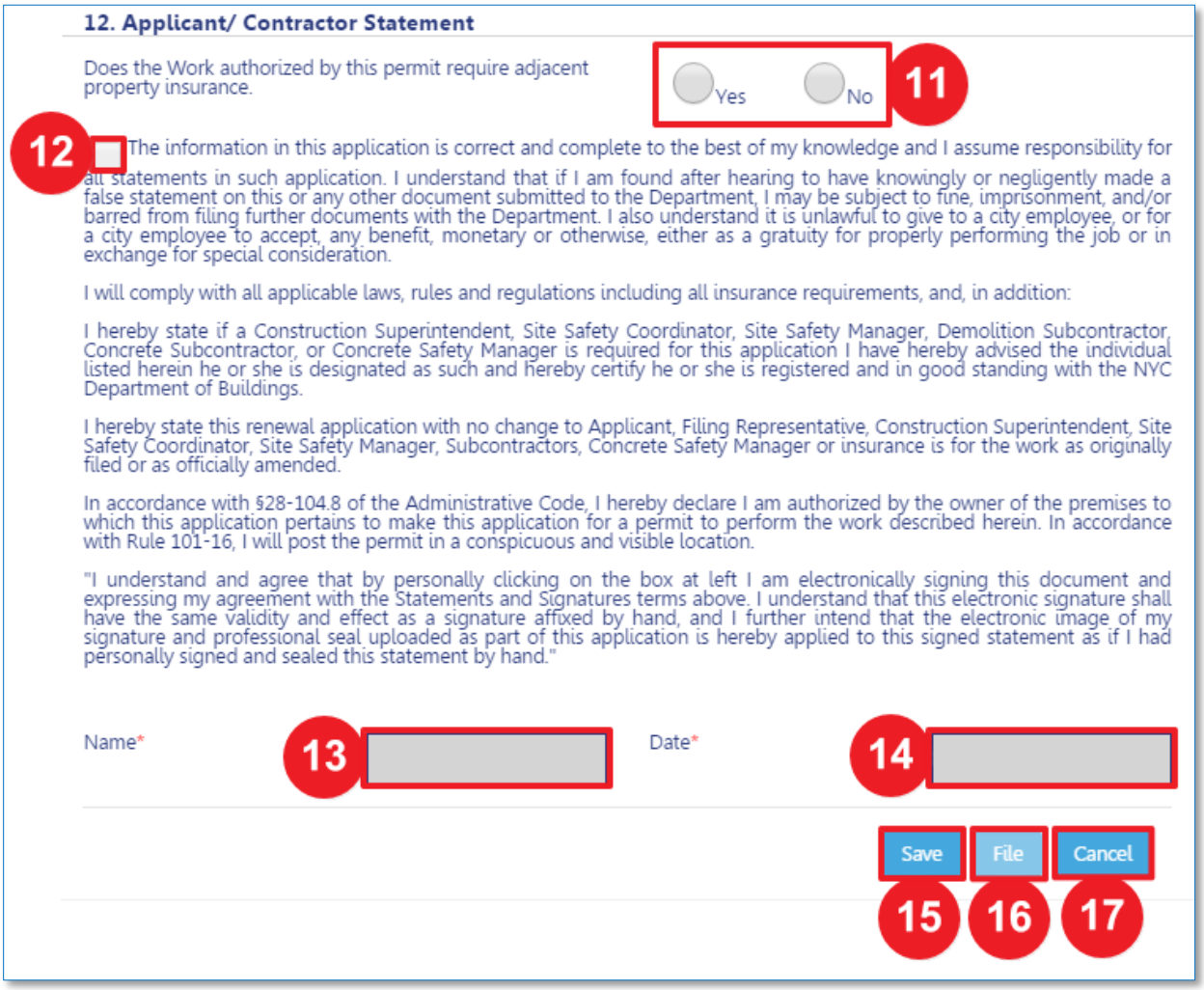
6. **E-Mail**: Enter the permit applicant's email address.
7. **License Type**: Select the applicant's license type from the dropdown menu.
8. **Business Lookup:** Select the business name of the Contractor from the dropdown menu. If there is more than one business listed for a Contractor, select the appropriate option. If the insurance has expired for the business selected, an error message will be displayed when you try to save the permit.



9. **Tax Payer ID**: Enter the tax ID of the applicant, optional.
10. **Filing Representative:** If the filing representative is different than the applicant specified in section 4, *Applicant Information*, select **Yes.**

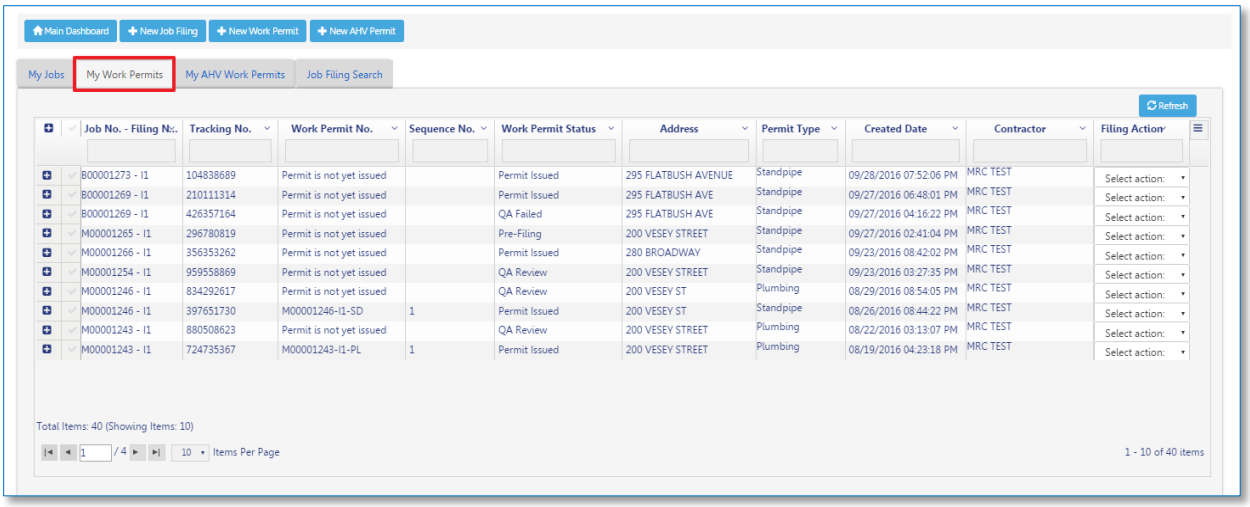


11. **Adjacent Property Insurance**: Indicate if adjacent property insurance is required (Yes/No).
12. **Statement Agreement:** Check off box to indicate agreement with the statements. Only the designated Contractor can check the box.
13. **Applicant Name**: Auto-filled with the applicant's name when the statement agreement is checked.
14. **Date:** Auto-filled with the date when the statement agreement is checked.
15. **Save**: Saves the information entered but does not file.
16. **File**: Sends the permit filing to DOB. Only the designated Contractor can file to DOB.
17. **Cancel**: Cancels the permit filing without saving.

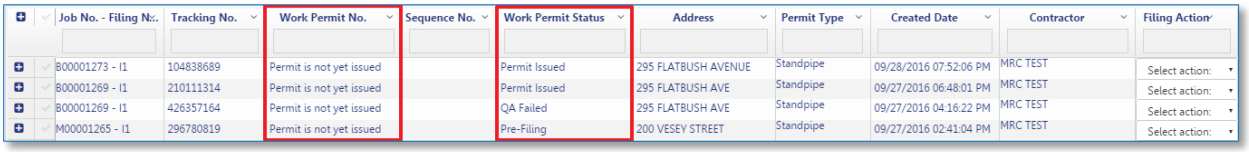


Print Permit (Using *My Work Permits* Tab)

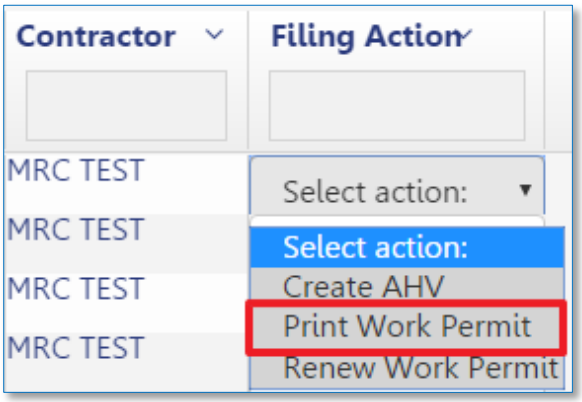
All permits submitted to DOB can be viewed from the Dashboard by going to the **My Work Permits** tab.



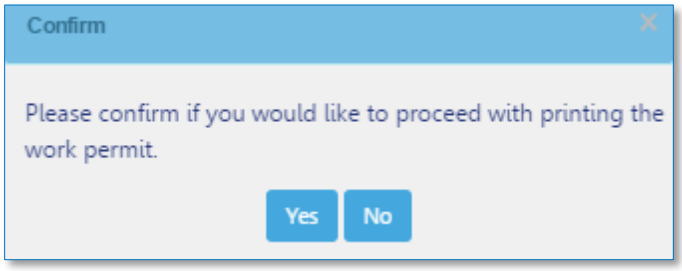
The status of a permit filing is displayed in the **Work Permit Status** column. Permits issued will also have a **Work Permit No.** listed. You will be able to print permits after DOB approval, as indicated by a **Permit Issued** status.



Click on the **Select Action** dropdown menu and select **Print Work Permit**.

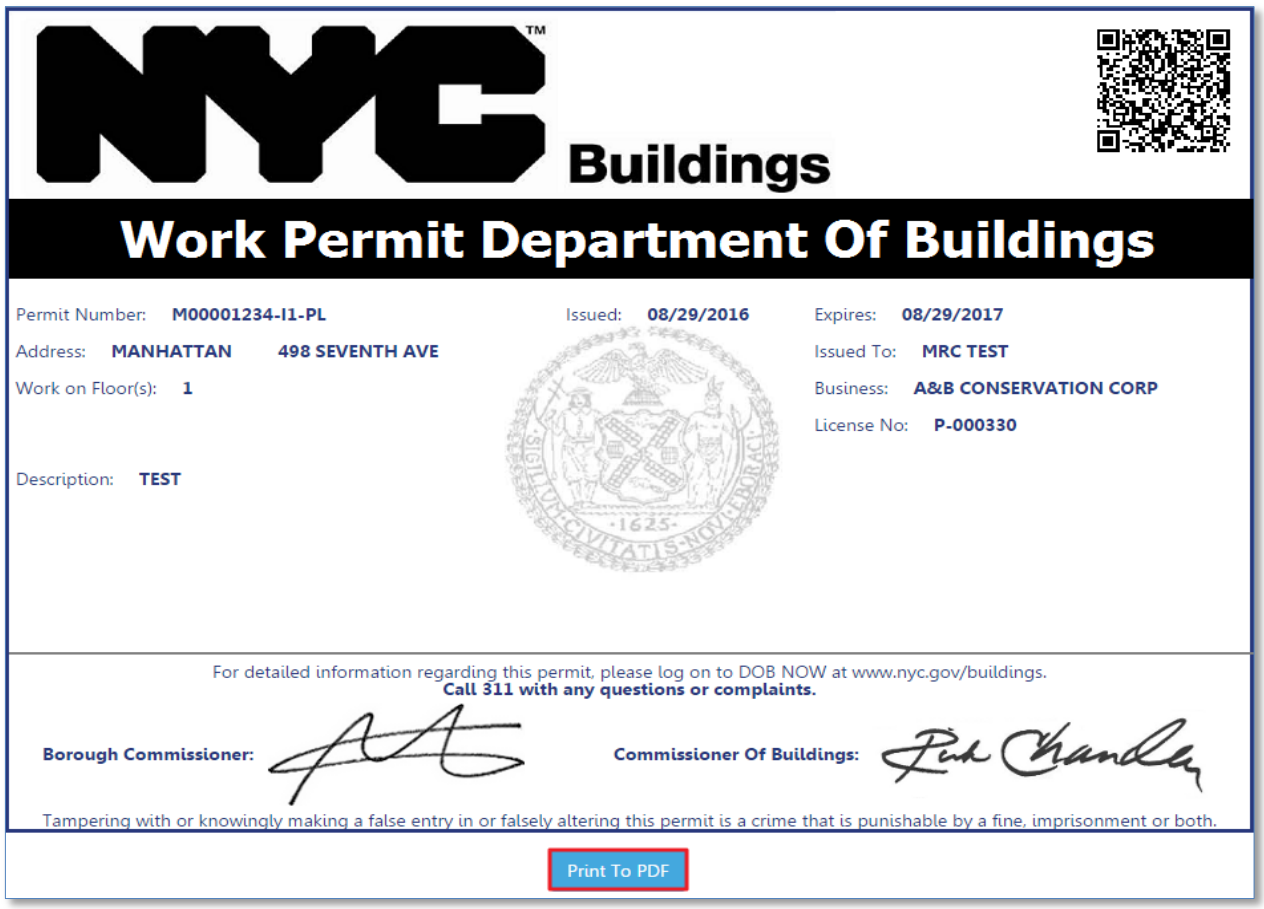


Click **Yes** on the confirmation window to proceed with printing the work permit.



The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

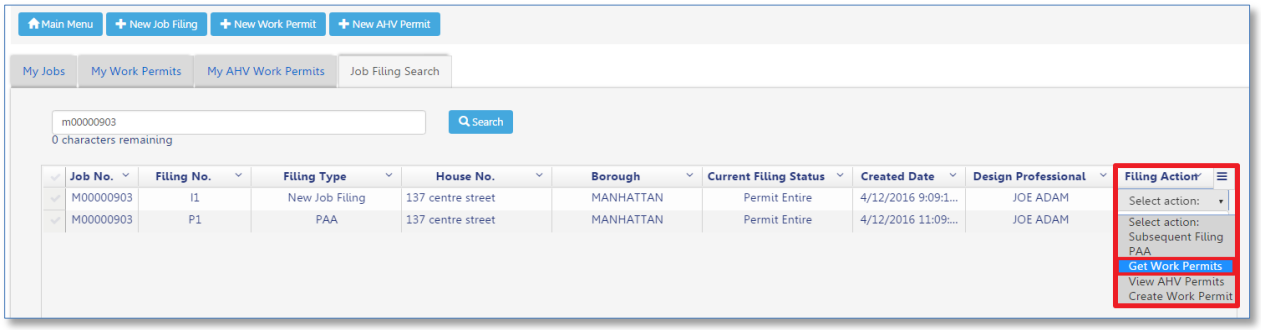
*Please Note: Be sure to change your print preferences to print **Landscape** orientation.*



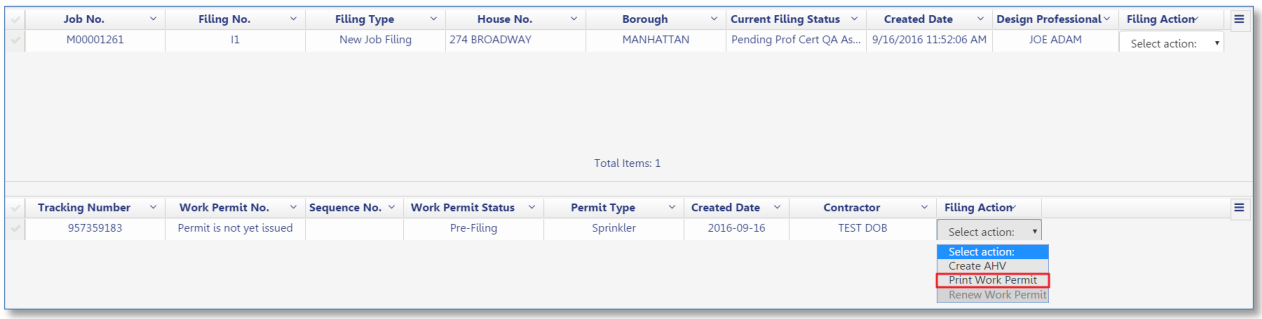
Print Permit (Using Job Filing Search Tab)

You can search for the job from the Job Filing Search tab on the Dashboard.

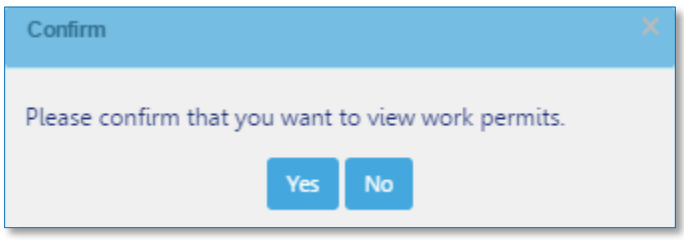
After performing a search, in the results go to the **Filing Action** column. Click on **Get Work Permits** option from the **Select Action** dropdown menu.



A new grid will appear with a list of permits. Proceed to the **Filing Action** column and select **Print Work Permit**.

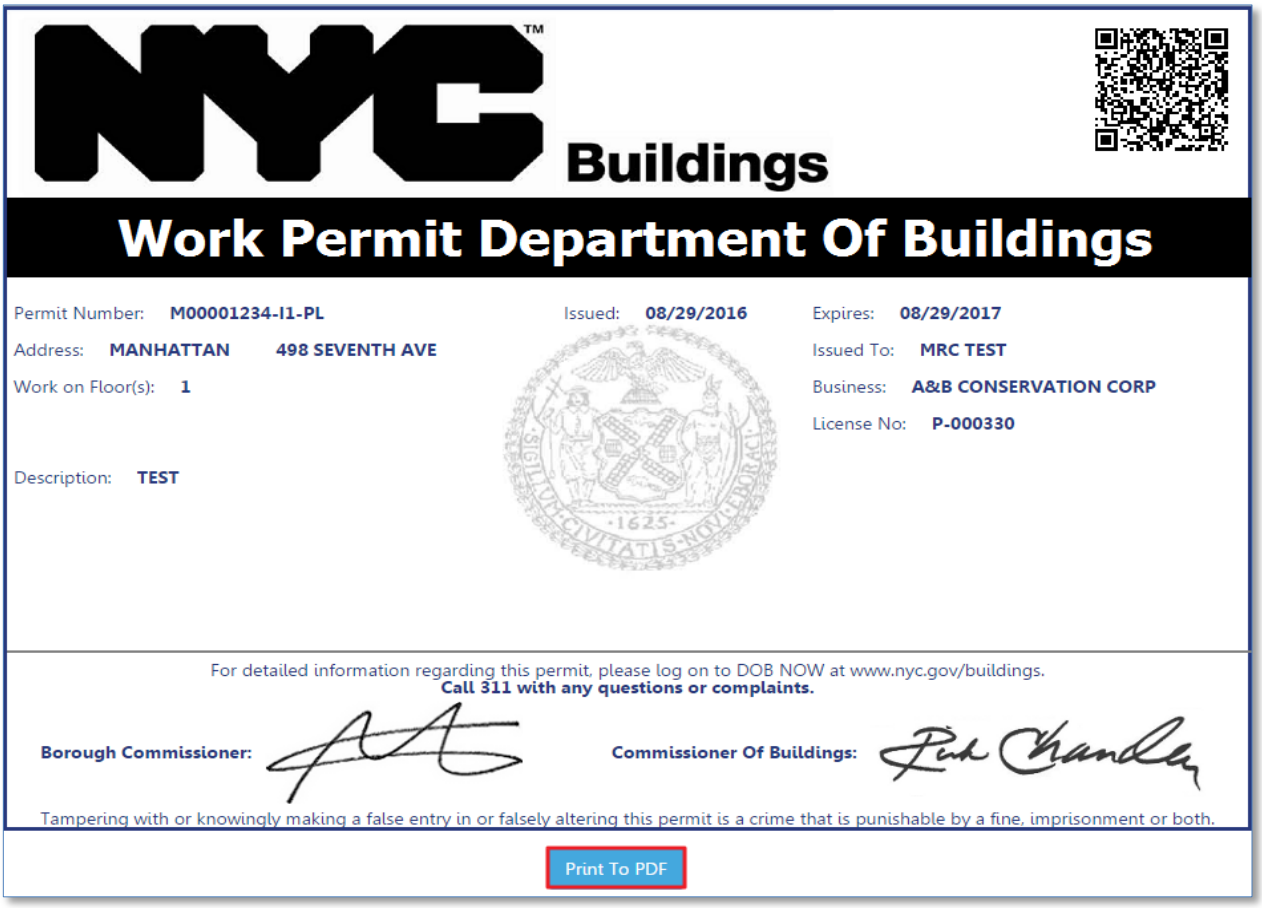


Choose **Yes** on the confirmation window.



The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please Note: Be sure to change your print preferences to print **Landscape** orientation.*



Statements and Signatures

The Statements and Signatures section contains the complete list of statements from the forms that are part of the job filing process. It is the responsibility of the Owner and Design Professional for providing acknowledgment of these statements.

Design Professional's Legal Content Acknowledgment

This Statement and Signatures section contains the Design Professional's legal statements for the following forms:

- **Plans/Work (PW1)**
- **Cost Affidavit (PW3)**
- **Technical Report (TR1)**
- **Technical Report Energy (TR8)**

Owner's Legal Content Acknowledgment

This Statements and Signatures section contains the Owner's legal statements for the following forms:

- **Plans/Work (PW1)**
- **Cost Affidavit (PW3)**
- **Technical Report (TR1)**
- **Technical Report Energy (TR8)**

Plan Work (PW1) – Section 26

The Design Professional will be able to provide limited information on **Section 26** of the **PW1** form. The Owner is responsible for confirming the information and providing acknowledgment of the statements.

Provide a **Yes** or **No** answer to each of the following statements as it applies to the job filing:

Plans/Work (PW1) - Section 26. Property Owner's Statements*

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposed*

○ Yes ● No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity*

○ Yes ● No

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.*

○ Yes ● No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:*

○ Yes ● No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

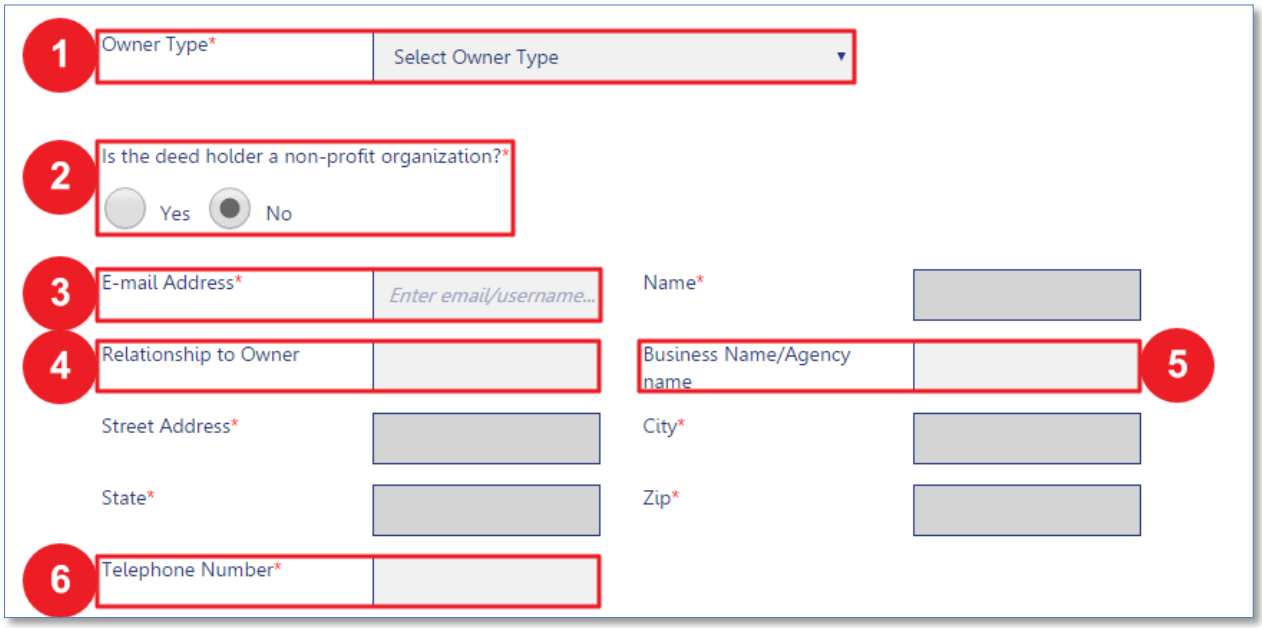
○ Yes ● No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

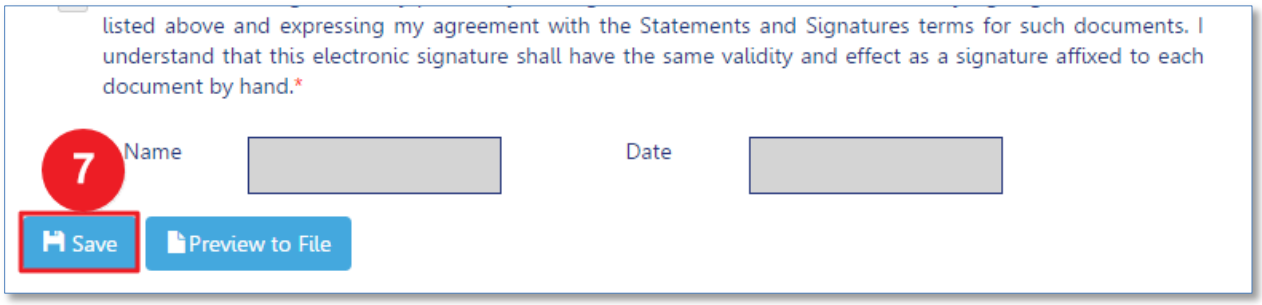
○ Yes ● No

The Design Professional or Filing Representative associated with the job may enter the following information:

1. **Owner Type:** Select the type of owner from the dropdown menu.
2. **Deed Holder:** Select whether or not the holder of the property deed is a non-profit organization.
3. **E-mail Address:** The primary e-mail address of the property owner (the dark grey sections will automatically fill-in once the e-mail is entered).
4. **Relationship to Owner**: The Design Professional or Filing Representative's relationship to the owner of the property**.**
5. **Business Name/Agency Name**: The business or agency name of the owner**.**
6. **Telephone Number:** The primary telephone number of the Owner**.**

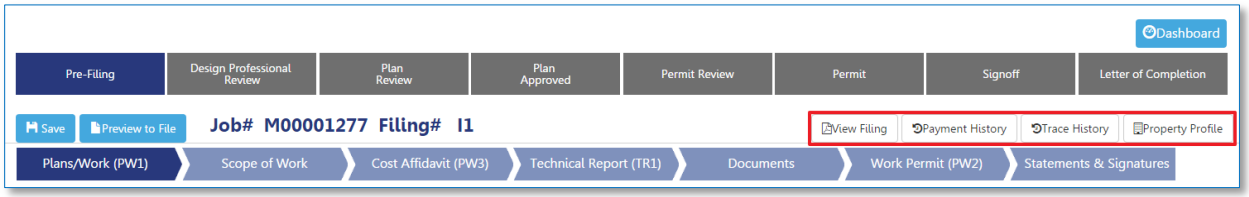


7. **Save:** At the bottom of the page, click **Save**. The Owner must sign in to complete **Section 26** of the **PW1** form.



View Filing/ Payment History/ Trace History/ Property Profile

The following actions can be accessed from the job filing screen:



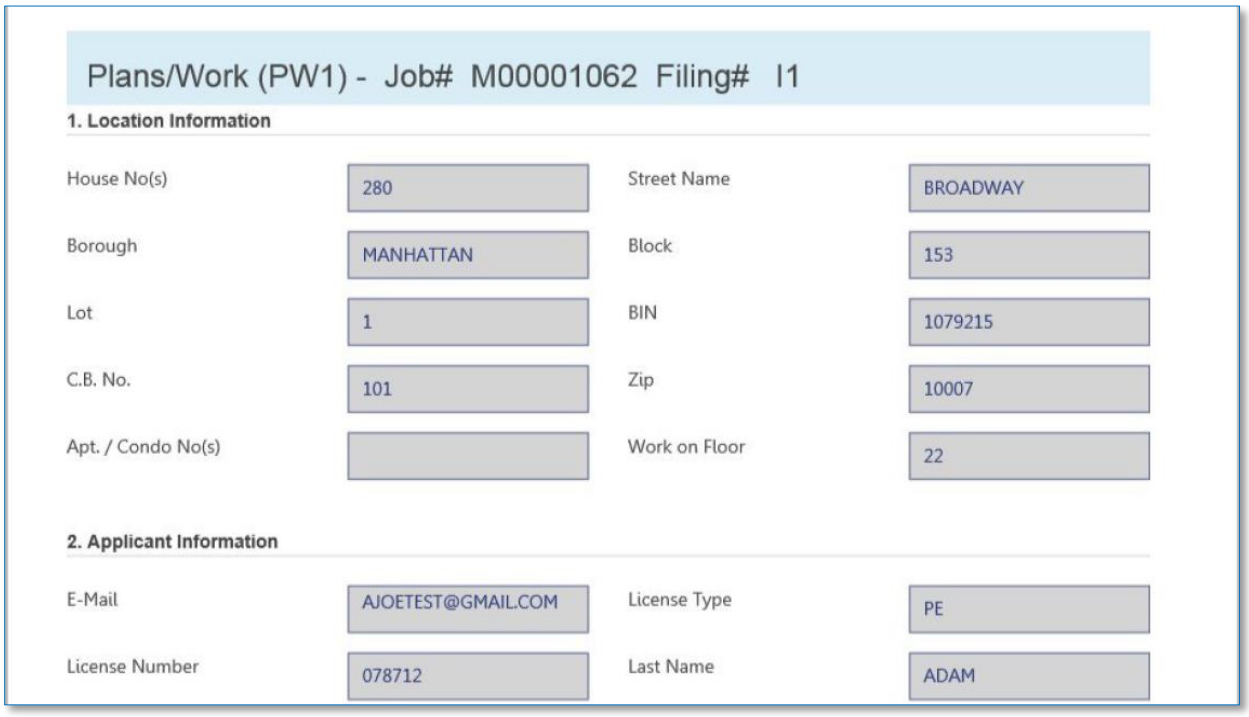
View Filing

View Filing button will provide a PDF export of the job filing details. This will enable you to see all the information you entered on one printable page. The information is grouped by form.

Click on the **View Filing** button.

The job filing details will be exported to a PDF document. It will contain a summary of all the forms you have completed for the filing.

The screenshot below is a sample of how the PDF will look when you click **Preview Filing**:



Plans/Work (PW1) - Job# M00001062 Filing# I1

1. Location Information

House No(s)	280	Street Name	BROADWAY
Borough	MANHATTAN	Block	153
Lot	1	BIN	1079215
C.B. No.	101	Zip	10007
Apt. / Condo No(s)		Work on Floor	22

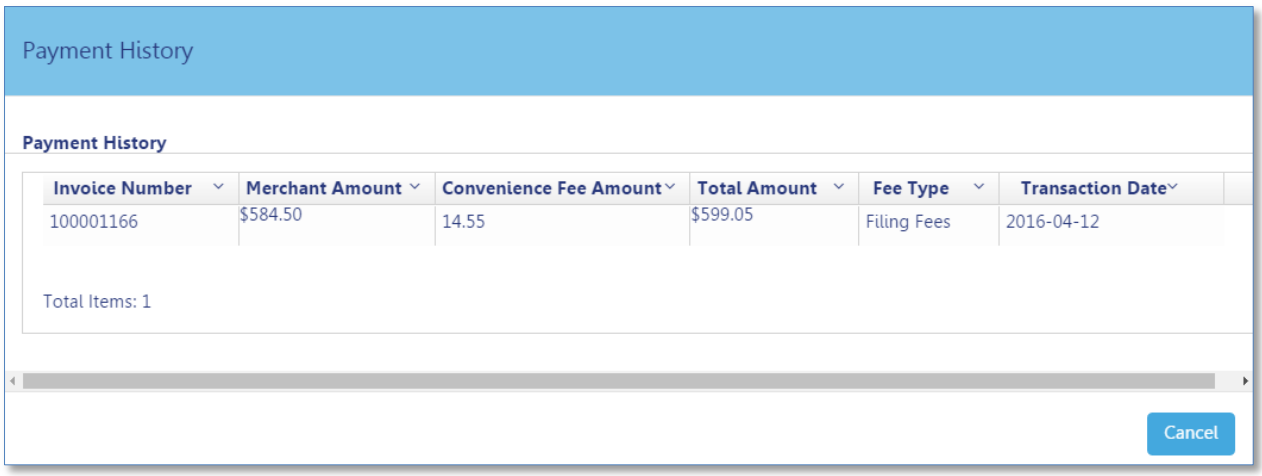
2. Applicant Information

E-Mail	AJOETEST@GMAIL.COM	License Type	PE
License Number	078712	Last Name	ADAM

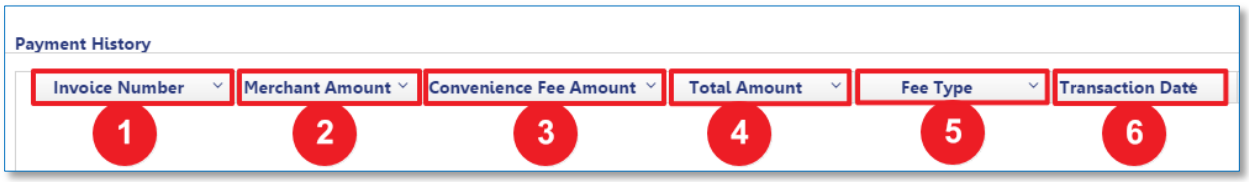
Payment History

To view payment history click on **Payment History** button on job filing screen.

A new window will open with payment history details for that filing.



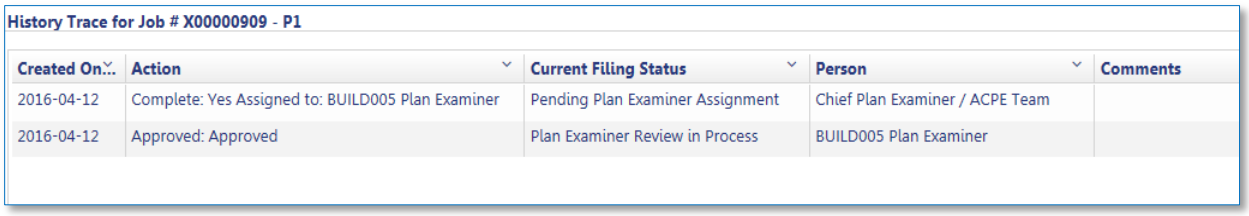
1) **Invoice Number:** Unique invoice number generated for a payment.
2) **Merchant Amount:** Amount paid to the merchant.
3) **Convenience Fee Amount:** Convenience fee if there is one associated with payment.
4) **Total Amount:** Total amount paid.
5) **Fee Type:** Indicates fee type.
6) **Transaction Date:** Date of the transaction.



Trace History

Click on the **Trace History** button on the job filing screen to view all actions taken on a job filing.

A new window will open showing actions taken for the job filing.



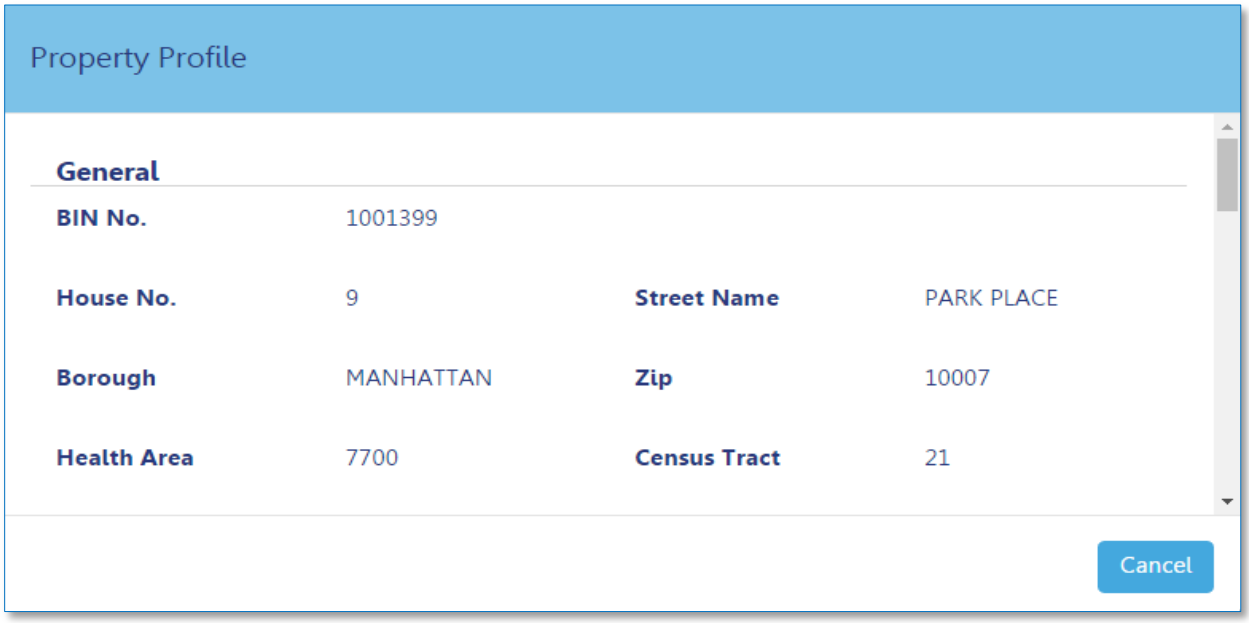
History Trace for Job # X00000909 - P1

Created On	Action	Current Filing Status	Person	Comments
2016-04-12	Complete: Yes Assigned to: BUILD005 Plan Examiner	Pending Plan Examiner Assignment	Chief Plan Examiner / ACPE Team	
2016-04-12	Approved: Approved	Plan Examiner Review in Process	BUILD005 Plan Examiner	

Property Profile

To view the property profile, click on the **Property Profile** button on the job filing screen.

A new window will open with additional details on the property.



Property Profile

General

BIN No.	1001399		
House No.	9	**Street Name**	PARK PLACE
Borough	MANHATTAN	**Zip**	10007
Health Area	7700	**Census Tract**	21

Cancel

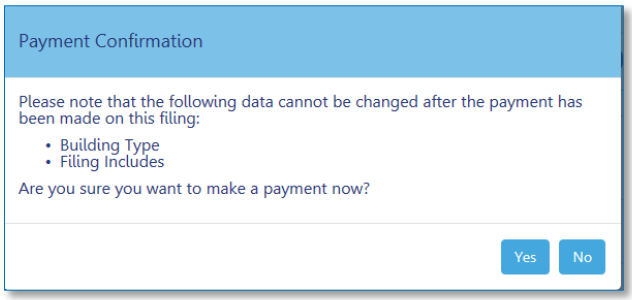
Making Payments

In order to submit a job filing, you must pay the required fees associated with the filing. Fees are calculated after completing Section 8 on the **PW1** form. Before submitting a payment the **PW3** must also be completed. **Estimated Job Cost** on the **PW1** needs to equal the **Total Job Cost** on the **PW3**. If these are not equal a message will be displayed.

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

From the **Dashboard** under the **My Jobs** tab**,** double-click the filing to be paid. This will open the job filing screen. Click on the **Pay Now** button in the **Fees** section

The **Payment Confirmation** window will appear. Select **Yes** to proceed with payment, or **No** to cancel

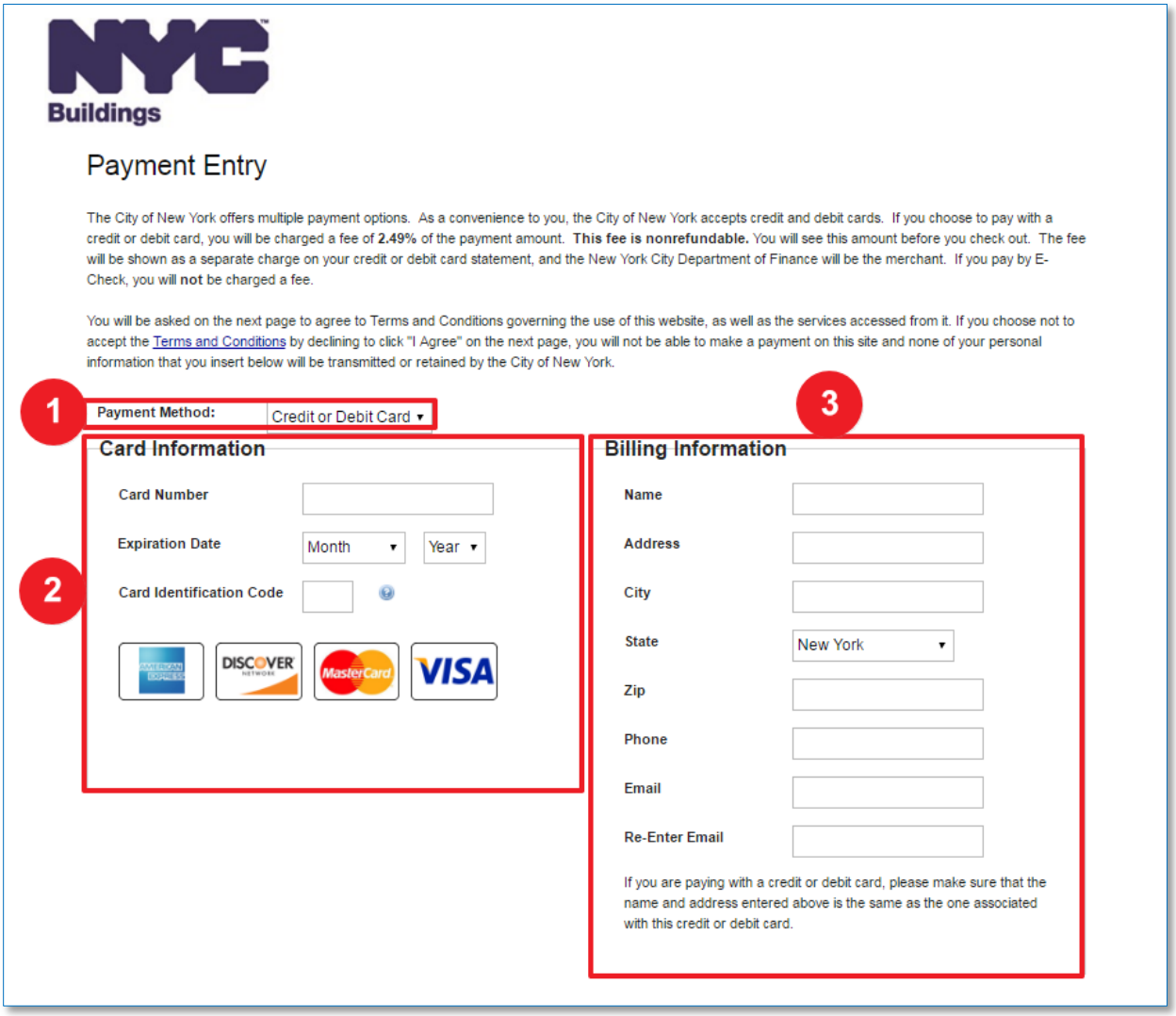


You will be redirected to a secure third-party site. Follow the directions below to complete your payment.

Payment Entry

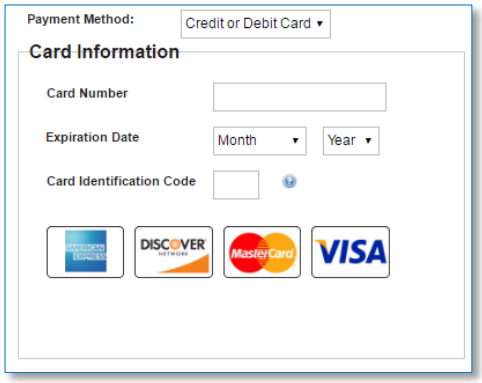
Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: *Credit or Debit Card* or *E-Check*. *Please note that only personal and business checks are accepted. No cashier's check or money orders will be accepted.*
2. **Card /Bank Account Information:** Enter your *Card Information* or *Bank Account Information* in this section.
3. **Billing Information:** Enter the information associated with the credit card or bank account.



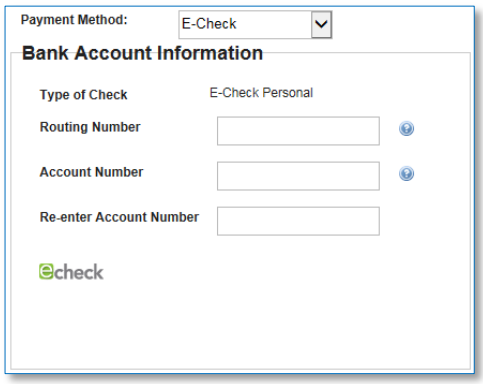
Paying with a Credit or Debit Card

If paying with a credit or debit card, enter the applicable card information.

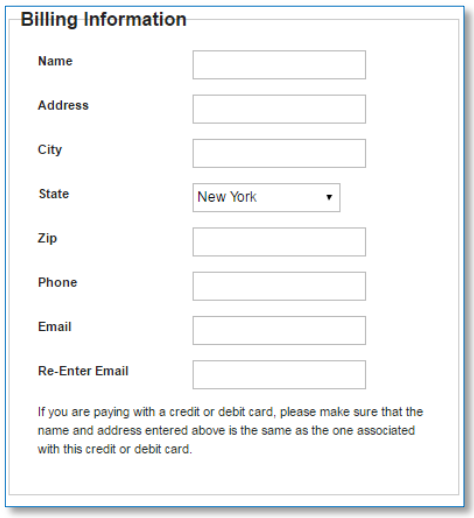


Paying with an E-Check

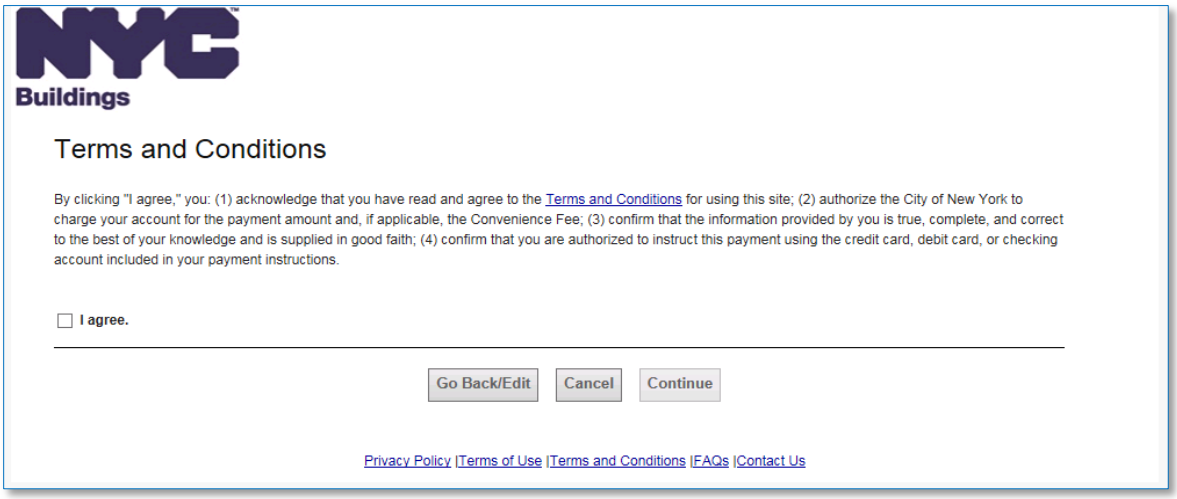
If paying with an E-Check, enter the applicable account information.



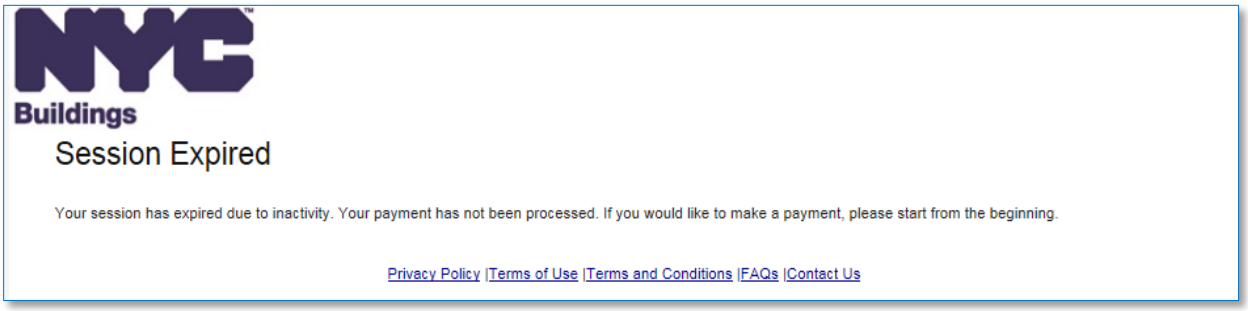
After entering the remaining **Billing information**, click **Continue**.



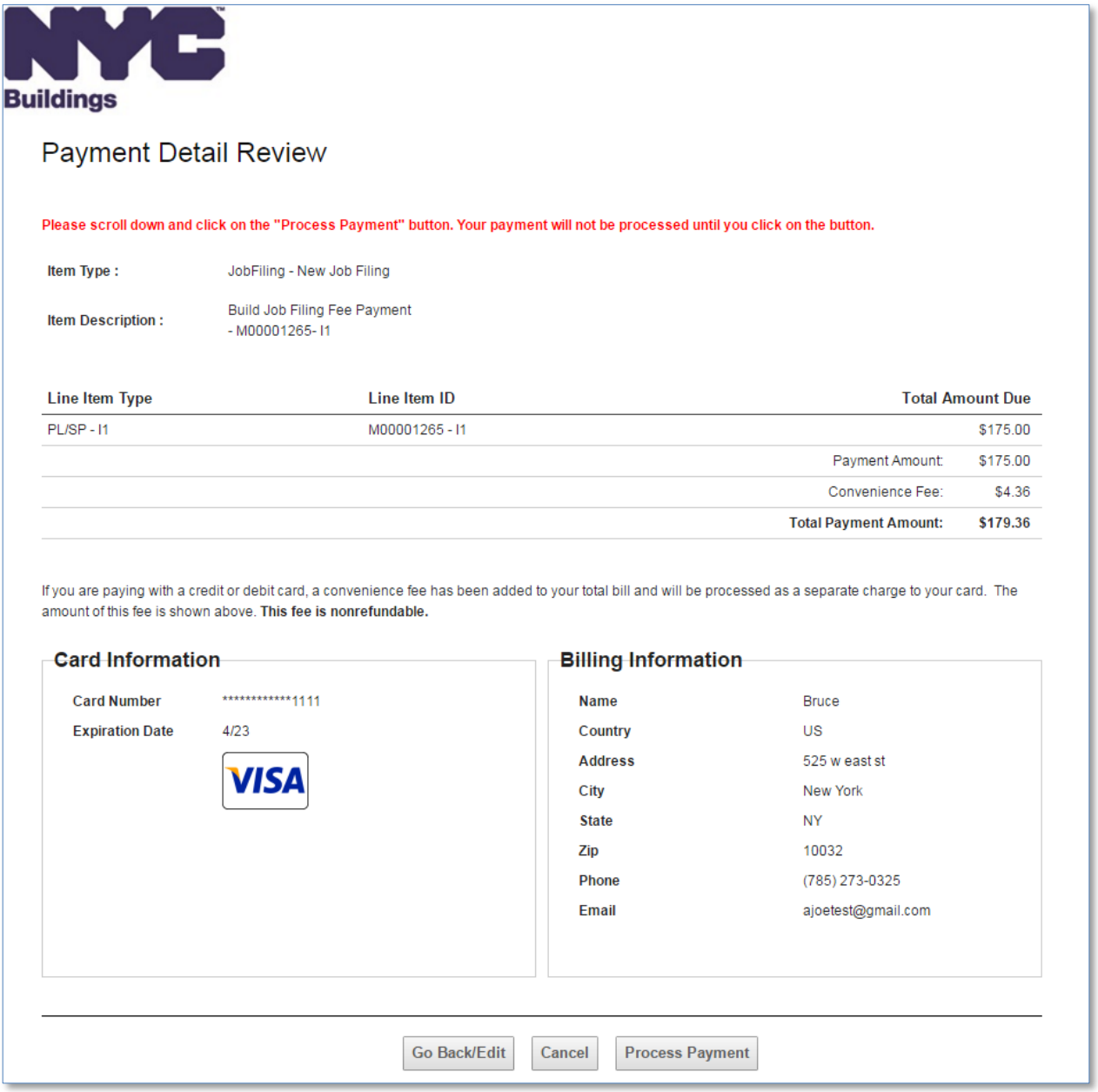
The window displayed below will appear. Read the **Terms and Conditions** and agree by clicking the "**I agree.**" box. Then, select **Continue**, **Cancel**, or **Go Back/Edit**.



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



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



Buildings

Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Item Type : JobFiling - New Job Filing

Item Description : Build Job Filing Fee Payment - M00001265- I1

Line Item Type	Line Item ID	Total Amount Due
PL/SP - I1	M00001265 - I1	$175.00
	Payment Amount:	$175.00
	Convenience Fee:	$4.36
	Total Payment Amount:	**$179.36**

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. **This fee is nonrefundable.**

Card Information

Card Number	**********1111
Expiration Date	4/23

VISA

Billing Information

Name	Bruce
Country	US
Address	525 w east st
City	New York
State	NY
Zip	10032
Phone	(785) 273-0325
Email	ajoetest@gmail.com

Go Back/Edit | Cancel | Process Payment

You will be redirected to a receipt page.

Receipt for Job Filing Number : M00001270-I1

Premises: 280 BROADWAY, MANHATTAN | Job #: M00001270

BIN : 1079215 | Block: 153 | Lot : 1

Receipt Details

Date Issued : 10/5/2016 12:43:00 PM | Invoice Number : 100005773 | Amount Paid : $179.36

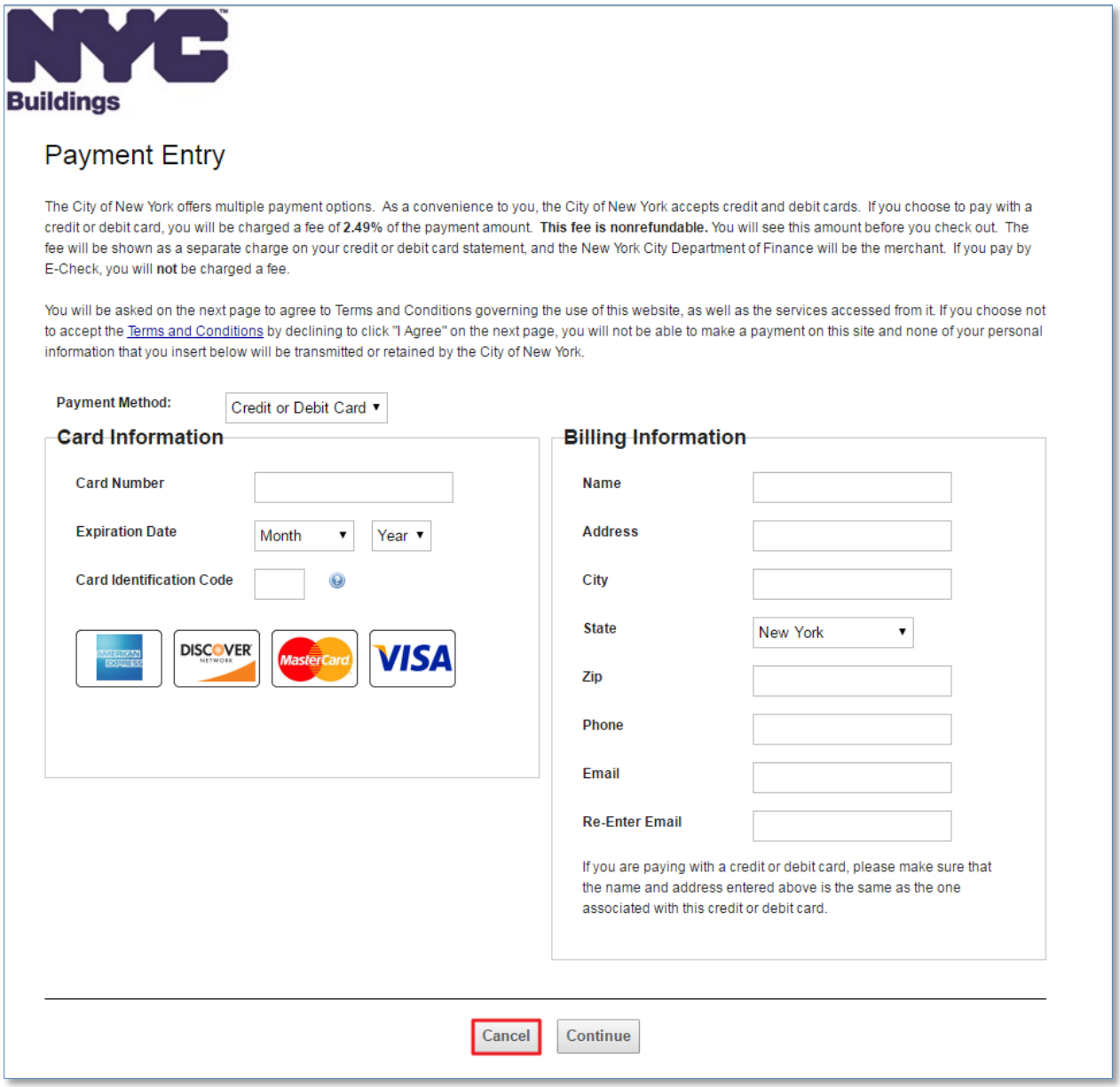
The transaction receipt will also be emailed to the email address you entered on the payment entry screen.

```
Thank you for your payment.

Transaction Summary:
Receipt Number:        4006134510
Date and Time:         10/05/2016 12:43 PM (Eastern Time)

DOB System ID:         DOBN
DOB Record ID:         8070f3d0-dd84-e611-810a-005056ab2cd4
Item Type:             JobFiling - New Job Filing
Item Description:      Build Job Filing Fee Payment - M00001270- I1
Registered Email ID:   AJOETEST@GMAIL.COM
Front-End Record ID:   9670f3d0-dd84-e611-810a-005056ab2cd4

Payment Information:
Payment Amount:        $175.00
Convenience Fee:       $4.36
Total Amount Paid:     $179.36
Payment Method:        VI
Account Number:        1111
Auth/Approval Code:    998689

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

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

Please Keep This Page For Your Records.
```

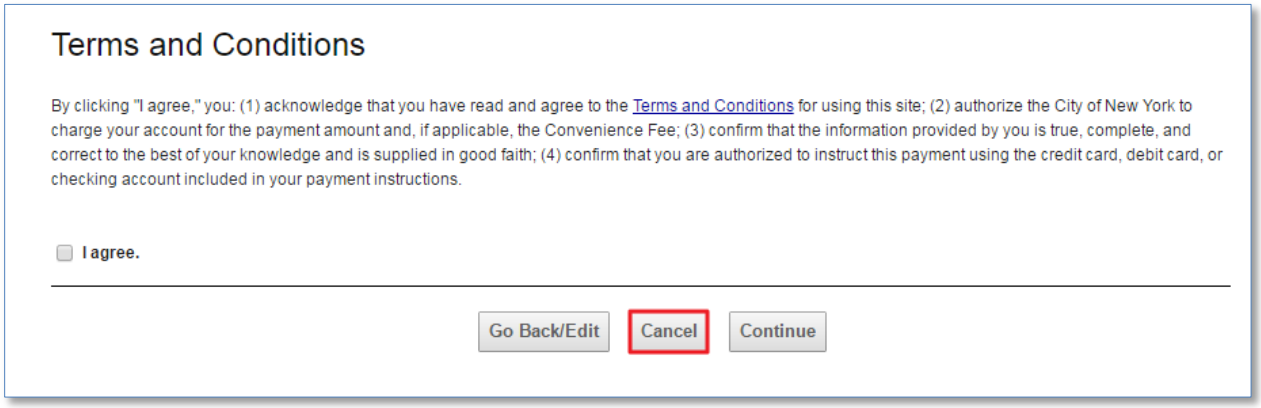
Canceling Payments

You are able to cancel a payment at several points in the payment process. This is described in detail below.

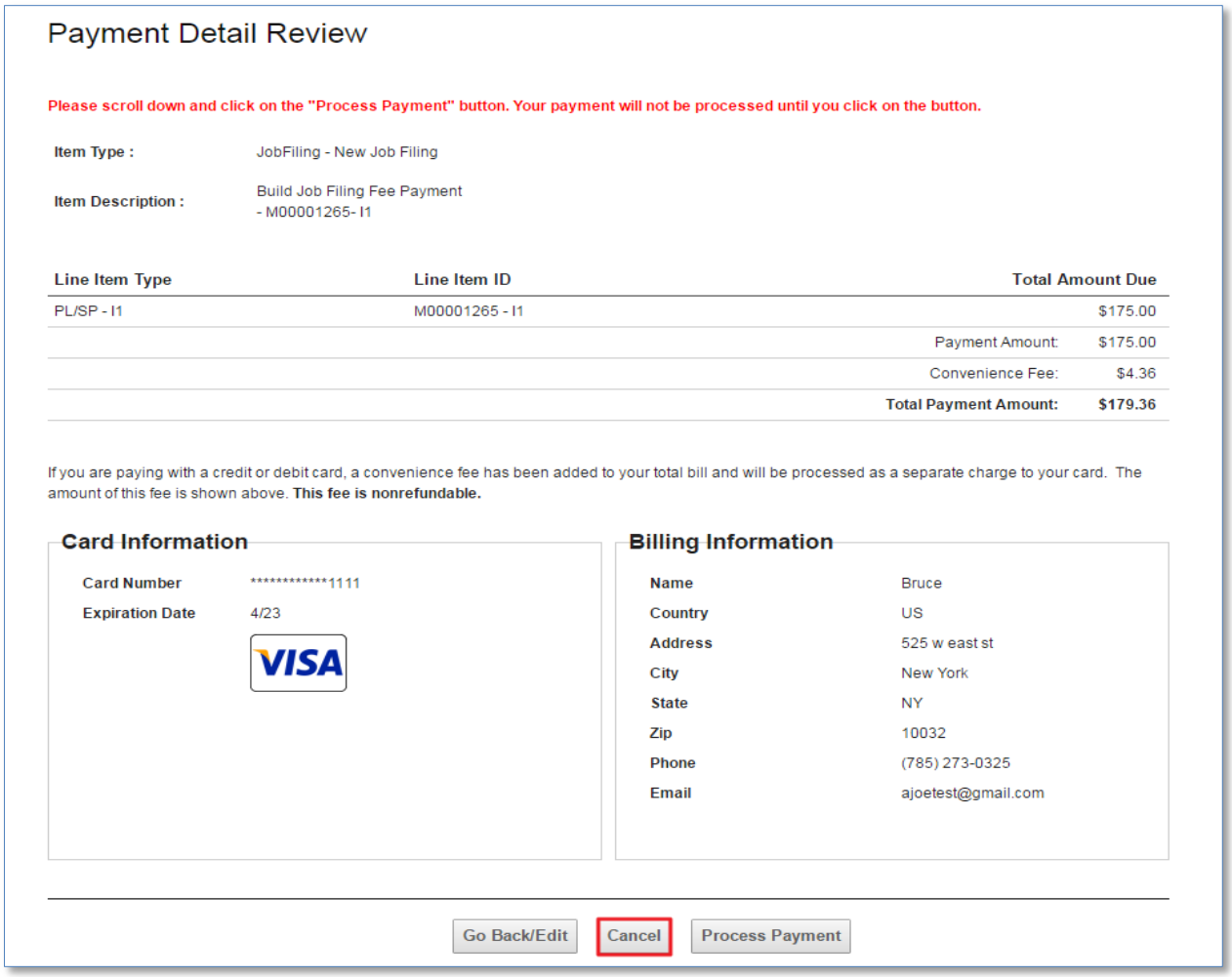
You can click on the **Cancel** button on the first Payment Entry screen.



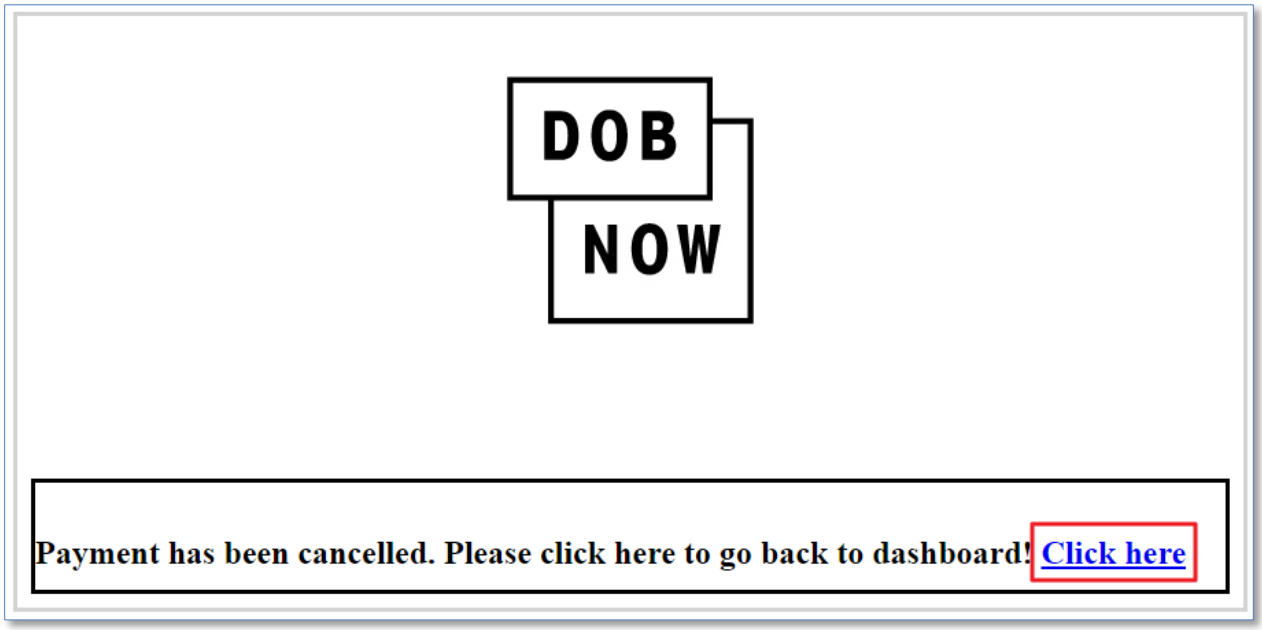
You can click on the **Cancel** button in the **Terms and Conditions** screen.



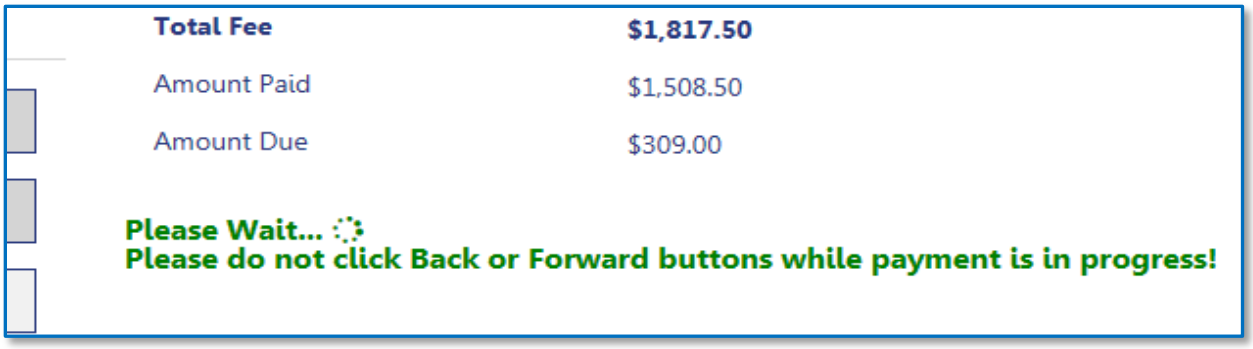
You can click the **Cancel** button on the **Payment Detail Review** page.



In each of these scenarios, the following screen will appear after clicking **Cancel**. Click on the **Click here** button to return to the Portal. This will also enable the **Pay Now** button to be clicked again.



If you cancel the browser window while in the payment screen, the Portal will have the following text where the **Pay Now** button should be:



To bring back the **Pay Now** button refresh the Portal page. You will be able to begin the payment process once more.

No Good Check

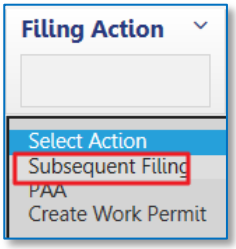
When a no good check is submitted the job filing will be placed on hold and No Good Check Fee will be added to the original fee. A $20 fee will be added for each no good check that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification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

Subsequent Filing

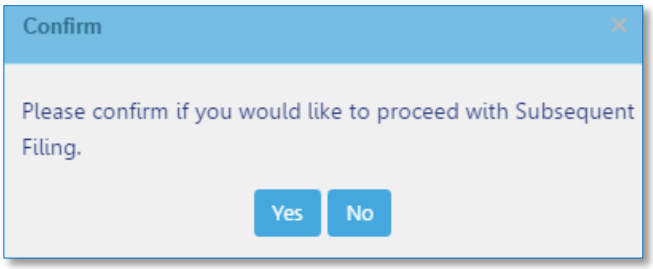
A subsequent filing can only be initiated after the initial filing has been approved.

To begin a subsequent filing, go to your **Dashboard** and locate the initial job filing under the **My Jobs** tab.

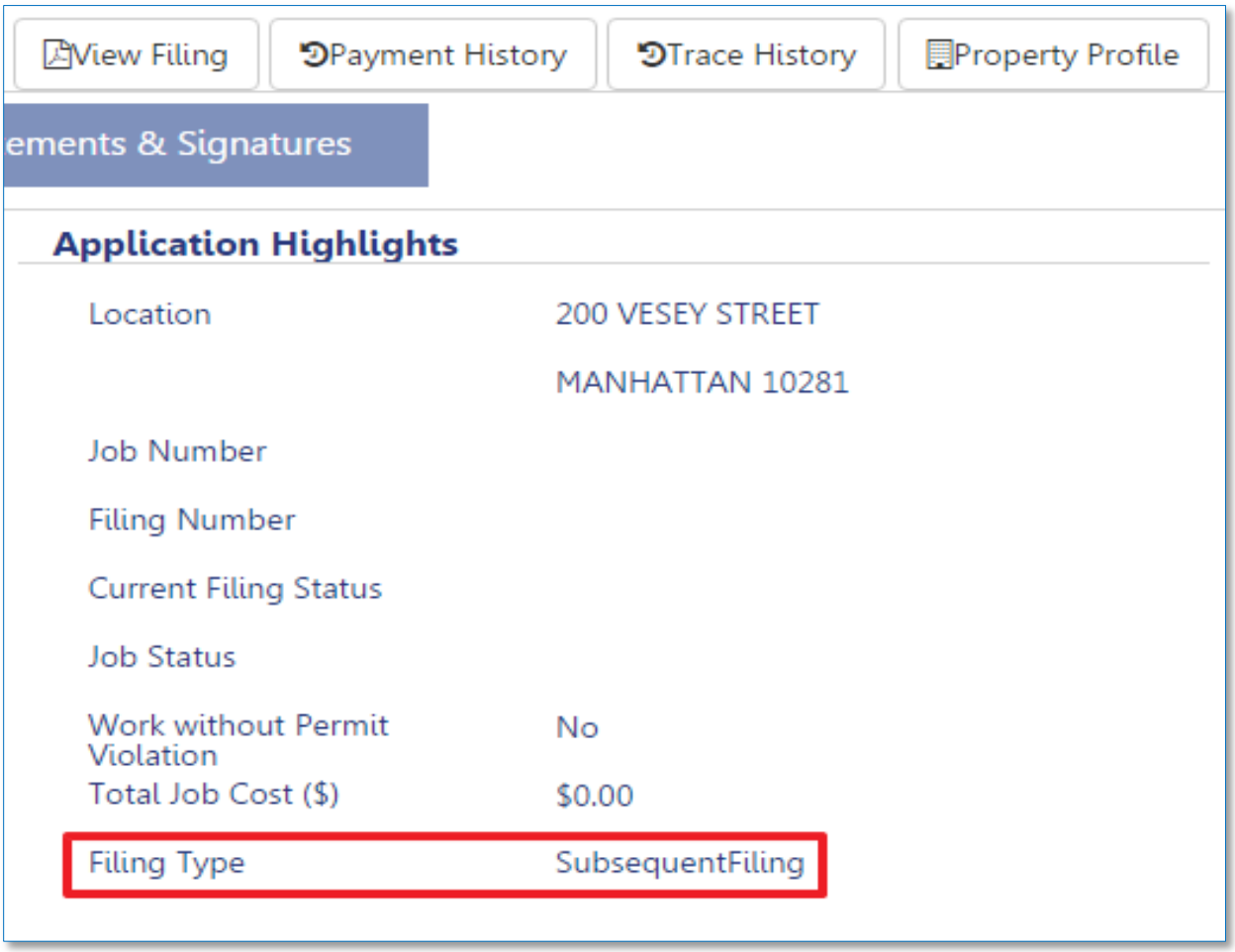
From the **Filing Action** column associated with that job filing, click on the dropdown menu and select **Subsequent Filing**.



After making the selection a popup box will appear asking you to confirm that you want to proceed with a subsequent filing. Select **Yes.**



You will be redirected to the job filing screen where you will now be able to complete the required forms. The **Filing Type** will indicate this is a **Subsequent Filing**.



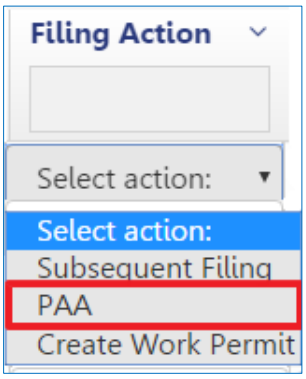
To complete the subsequent filing for a job, follow the same steps as the ones used to complete the initial filing.

Please Note: *The **Job No.** will be the same for both initial and subsequent filings. The **Filing No.** will be unique to differentiate between the separate filings. Initial filings will be marked with an "**I**", and subsequent filings marked with an "**S**".*

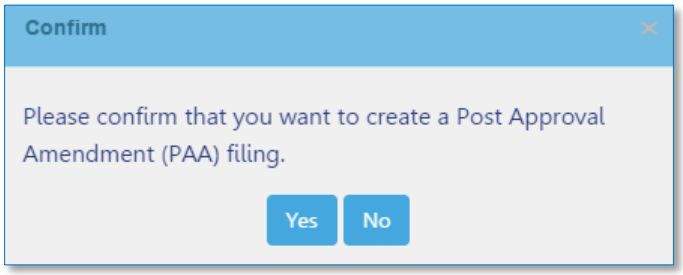
Post Approval Amendment (PAA)

The steps below outline how to file a PAA.

From the **Dashboard** select **PAA** from the **Filing Action** column.

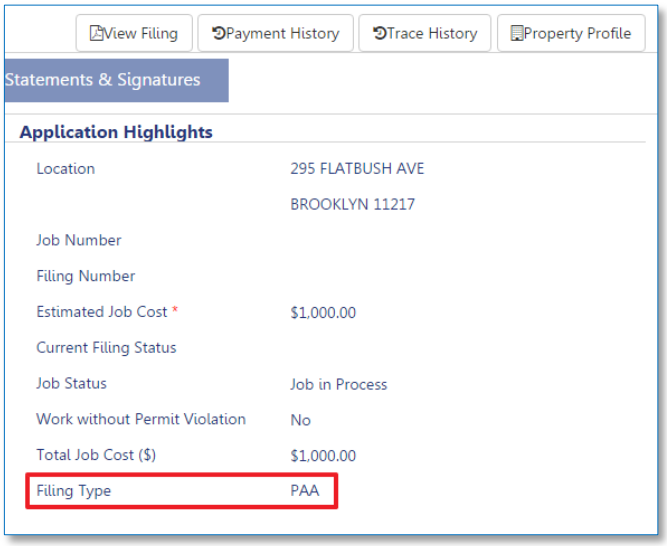


A confirmation window will appear asking you to confirm the PAA. Click **Yes** to continue.



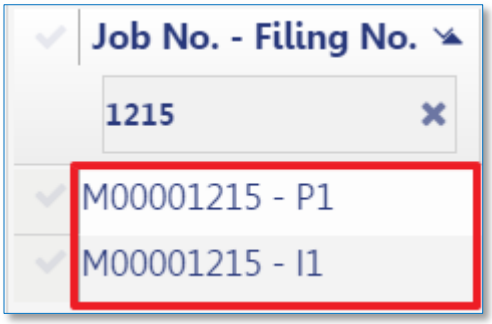
This will direct you to the job filing window where you can enter the information you want to change.

Under the **Application Highlights** section the Filing Type will be **PAA.**



After clicking **Save**, a new filing number will be generated with a suffix that begins with a "**P**", indicating **PAA**.

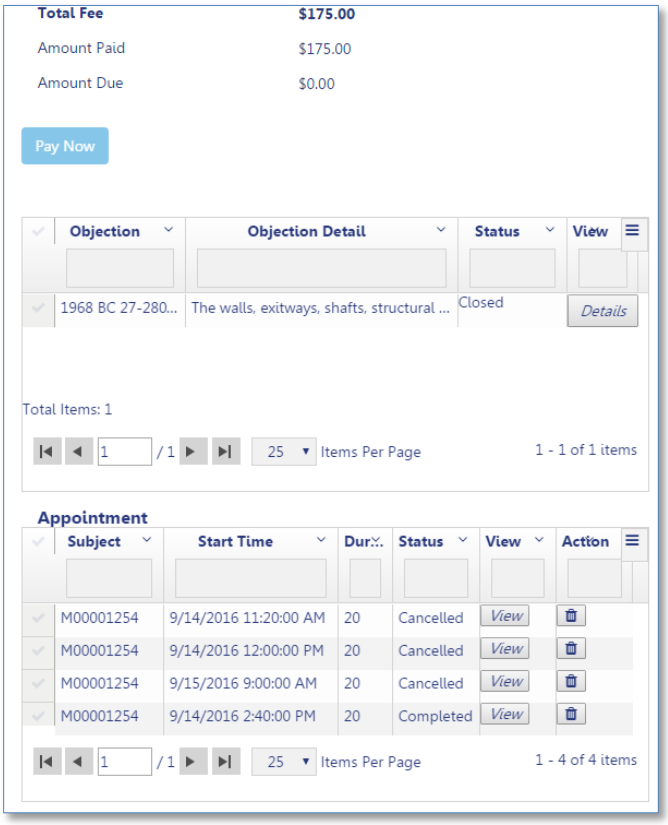
*Please Note: **"I1"** will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.*



Objections and Appointments

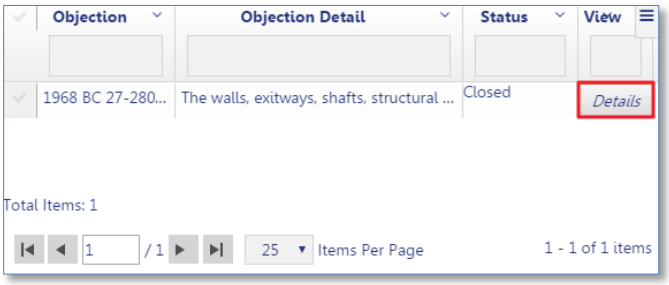
Please note: if an appointment is request by the PE, the appointment must first be conducted before you are able to resubmit your filing.

Objections and **Appointments** are displayed under the **Application Highlights** section on the job filing screen as shown below:



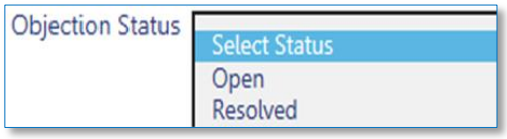
View Objection Details

Click on **Details** to see all the details of an objection. Depending on your monitor size you may need to scroll to the right to see the **Details** button.



A sub-window will open with additional details on the objection. Follow the directions below to edit and submit an objection.

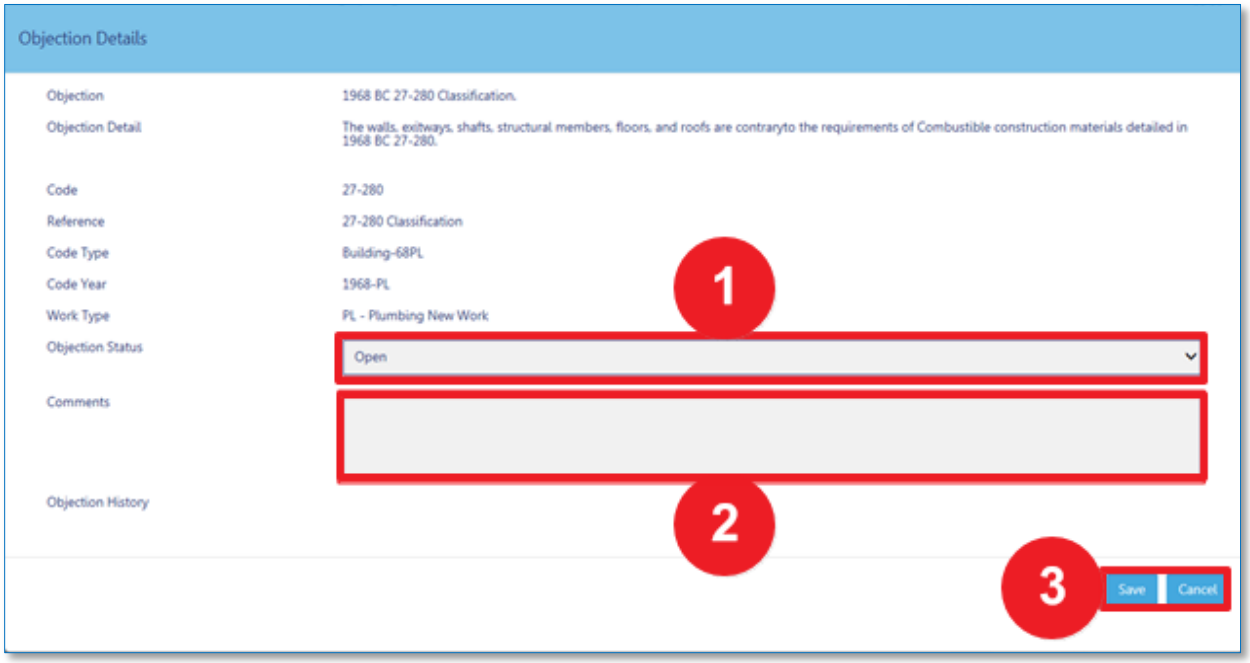
1. Select an option from the **Objection Status** dropdown menu to update the objection status. If the objection has been resolved change the **Objection Status** to **Resolved**.



*Please Note: If the objection has already been closed, **Objection Status** will be **Closed***

2. Fill in the **Comments** section with details regarding the objection.

3. Click on **Save** to submit the objection details, or **Cancel** to reject**.**



Please see the information below on how to re-submit the filing.

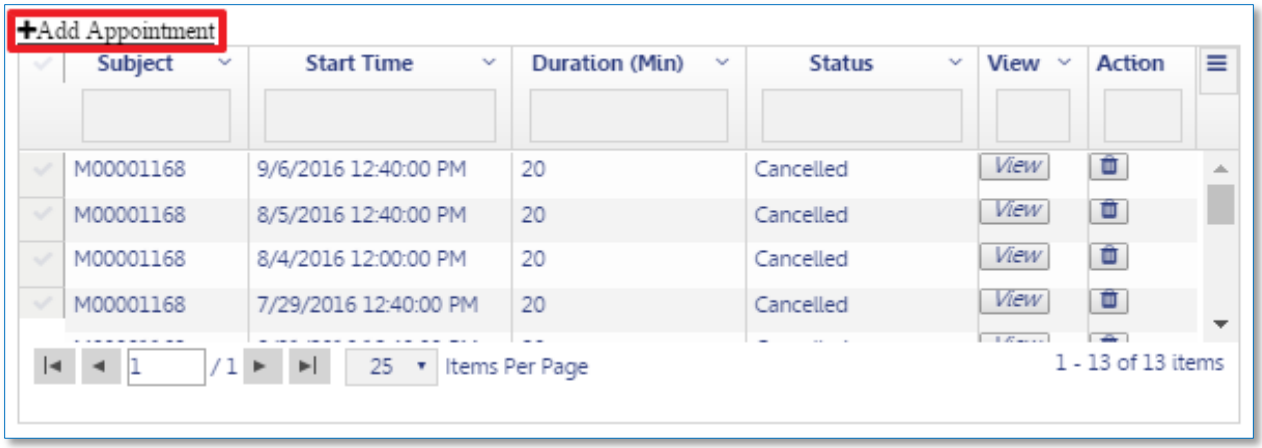
Create and Add Appointments

If an appointment has been requested by DOB, then the Design Professional, Filing Representative, and Owner that are associated with the job filing can schedule appointments.

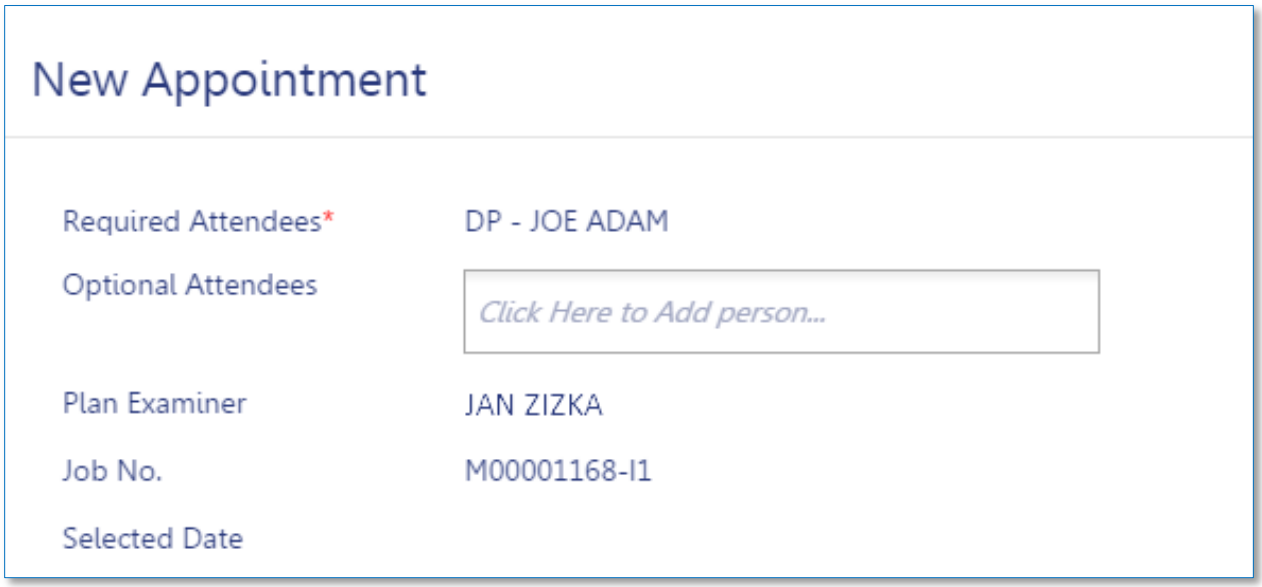
Please note: if an appointment is request by the PE, the appointment must first be conducted before you are able to resubmit your filing.

Adding an Appointment

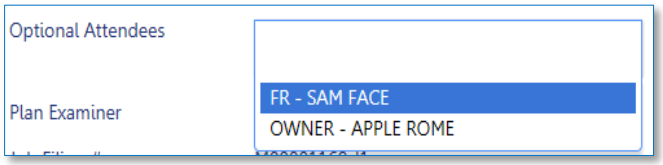
Click on **+Add Appointment.** A sub-window will open to create a **New Appointment**.



A sub-window will open to create a **New Appointment.**

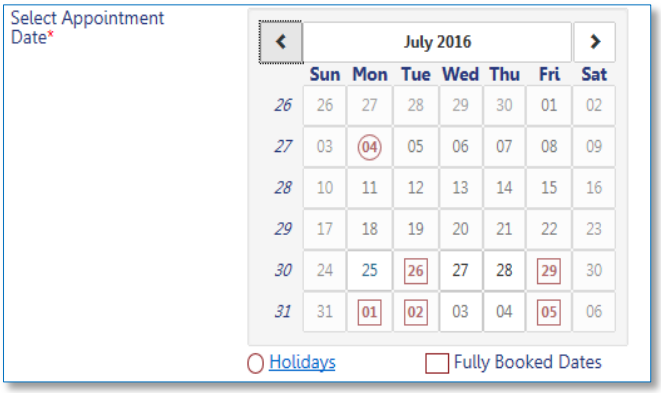


1. **Required Attendees:** Design Professional is the only required attendee and will be listed in this field by default.
2. **Optional Attendees:** Add the optional attendees. You will be able to add one or more names from the list of names associated with the job filing. Clicking on the field will open a dropdown menu containing the list of attendees you can add. Click on the name you want to add and it will be listed under **Optional Attendees**.

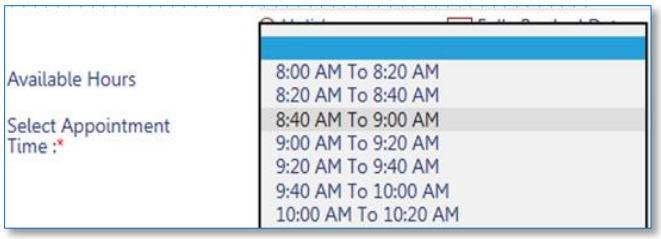


3. **Plan Examiner:** Name of the plan examiner (if doing a Standard Plan Exam) that issued the objection.
4. **Job No.:** Job filing number that will be discussed at the appointment.

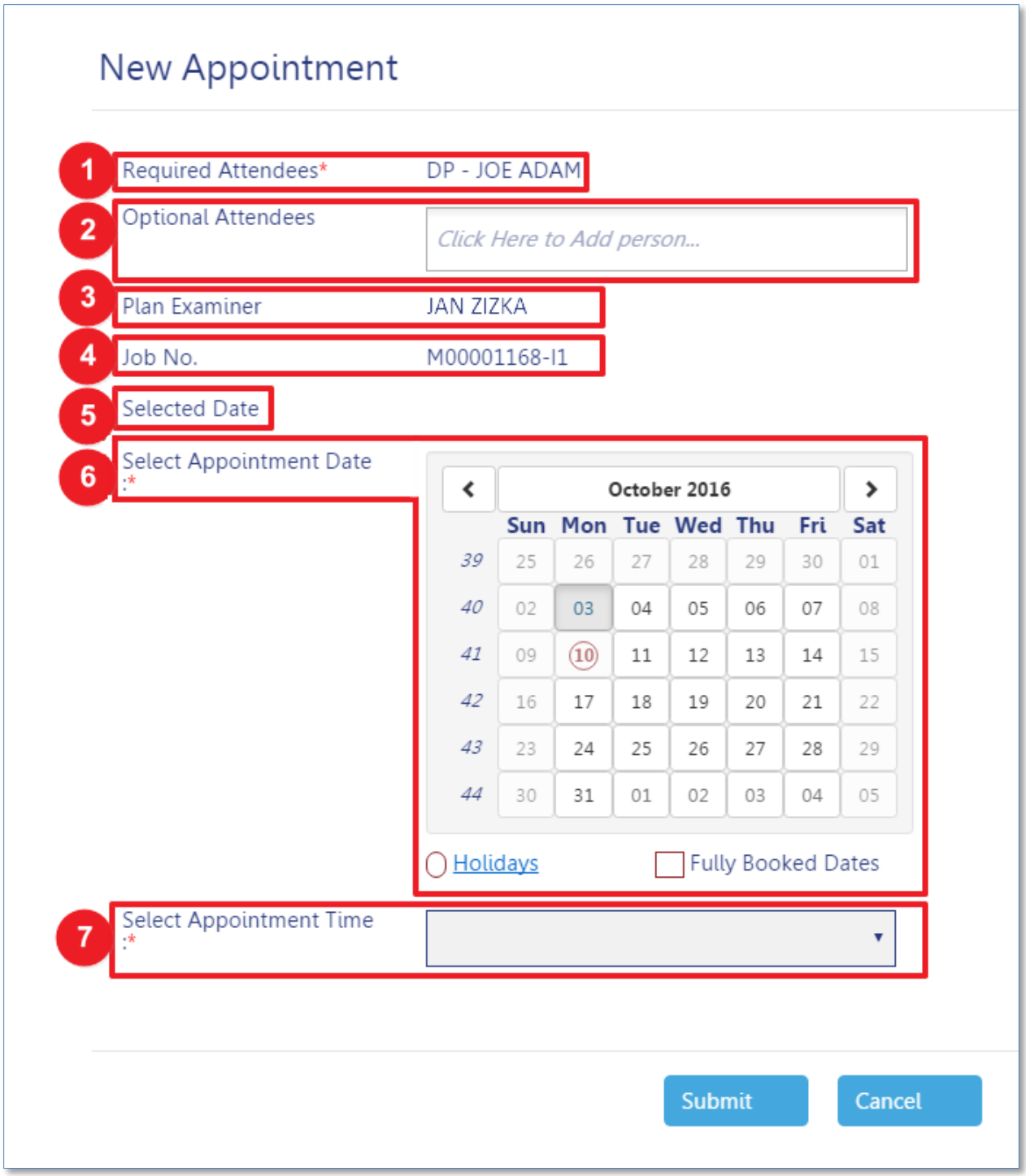
5. **Selected Date:** Displays date selected for the appointment from the calendar.
6. **Select Appointment Date:** Choose a date from the calendar for the appointment. As shown by the icons below, the calendar if it is a holiday the date will have a red circle on it, and if the date is fully booked it will have a red square on it. You will not be able to click on either of these dates.



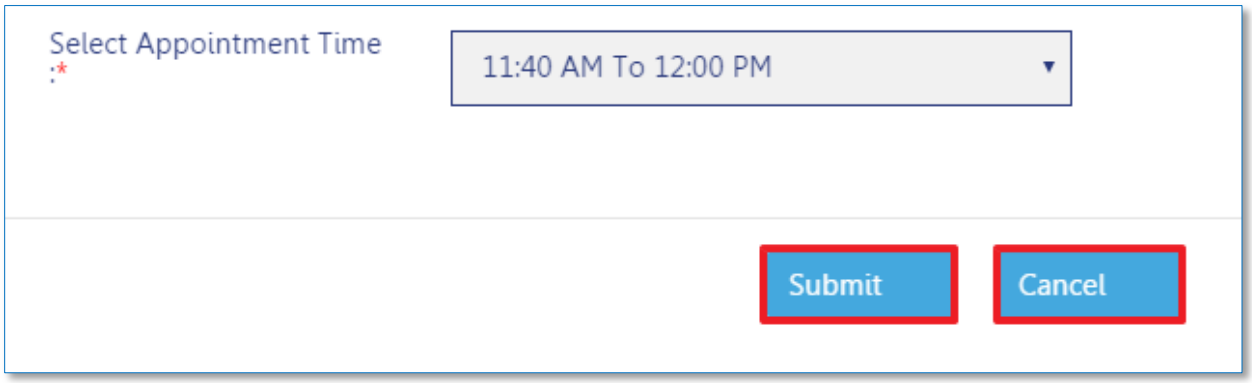
7. **Select Appointment Time:** Pick a time from the available options. The times are shown in twenty minute increments and will only display the Plan Examiner's *Available Hours*. For example, clicking the drop-down list should start with 9:00AM – 9:20AM; 9:20AM – 9:40AM; 9:40AM – 10:00AM.



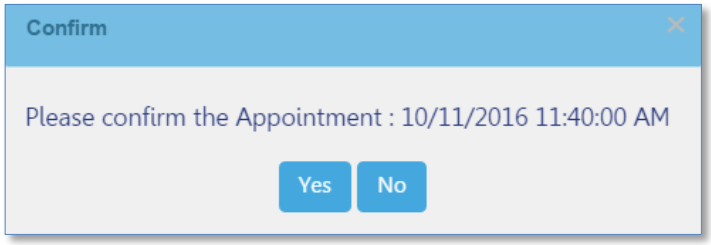
Clicking on the field will display the following dropdown menu that allows you to select a time. Only available time slots for the plan examiner will be displayed.


New Appointment
1
Required Attendees*
DP - JOE ADAM
2
Optional Attendees
Click Here to Add person...
3
Plan Examiner
JAN ZIZKA
4
Job No.
M00001168-I1
5
Selected Date
6
Select Appointment Date :*
October 2016
Sun Mon Tue Wed Thu Fri Sat
39 25 26 27 28 29 30 01
40 02 03 04 05 06 07 08
41 09 10 11 12 13 14 15
42 16 17 18 19 20 21 22
43 23 24 25 26 27 28 29
44 30 31 01 02 03 04 05
Holidays
Fully Booked Dates
7
Select Appointment Time :*
Submit
Cancel

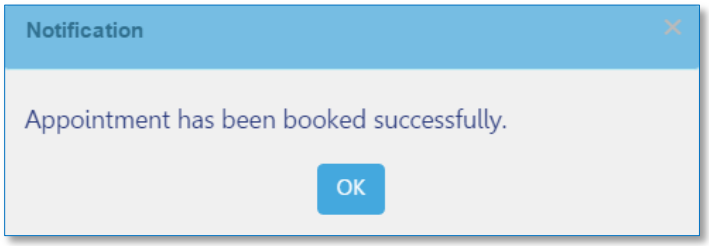
After entering all the information click **Submit** to continue, or click **Cancel** to return to the previous screen.



A notification will appear asking you to confirm the appointment. To confirm the appointment and continue, click **Yes**. If you need to reject the appointment and make any changes click **No**.



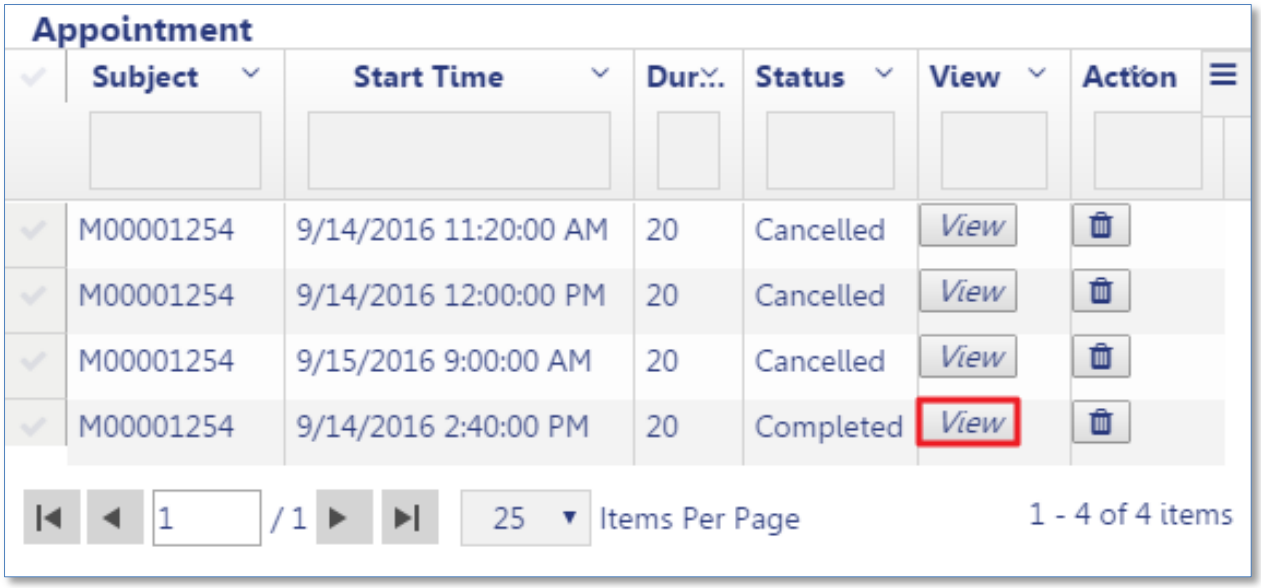
After confirmation, you will receive a notification that the appointment was successfully scheduled. Click **OK** to continue and return to the **Job Filing** screen.



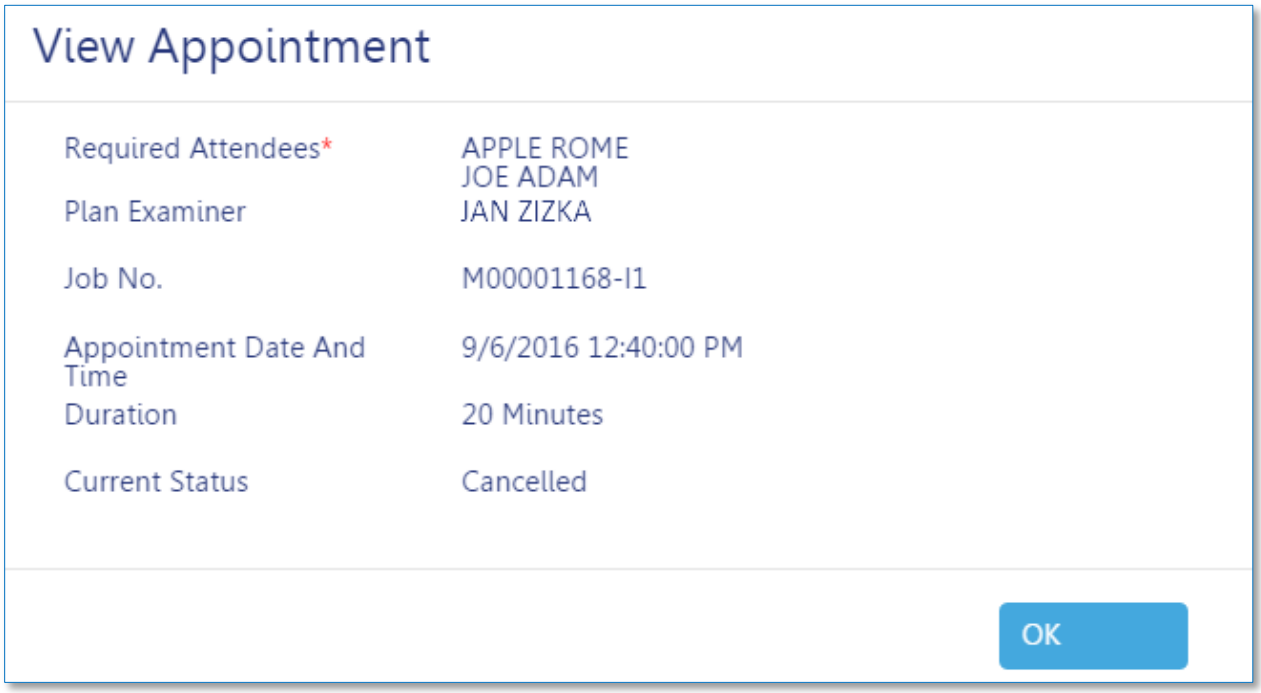
You will receive an email with a meeting invitation from DOB containing the link to the GoToMeeting. On the date and time of the appointment you will need to click on the link in the email in order to attend and participate in the meeting.

View an Appointment

To view the details of an existing appointment click **View**.

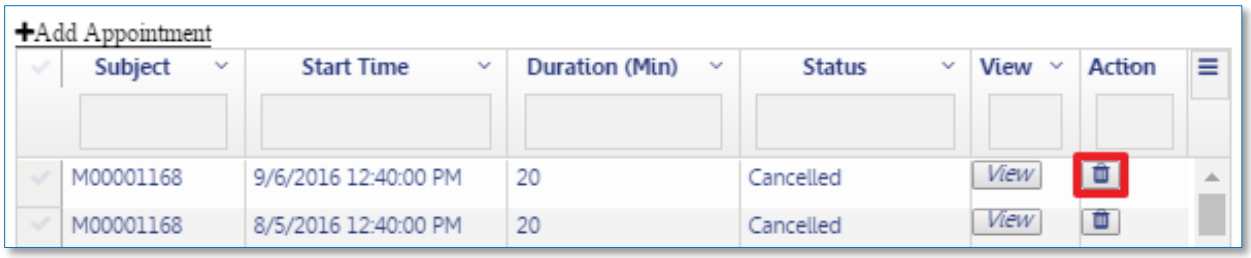


After clicking on **View**, the details of the appointment will be displayed. A confirmation email will also be sent.

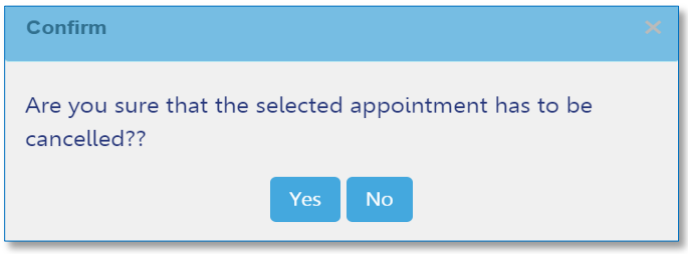


Delete an Appointment

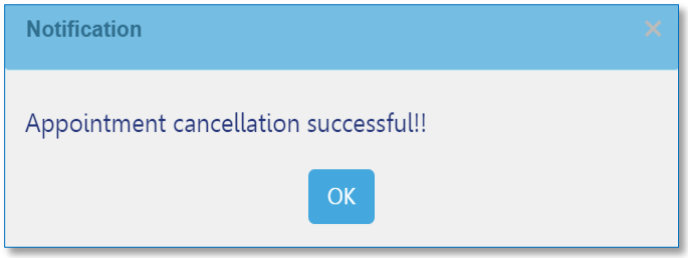
To delete an existing appointment, click the **Delete** button.



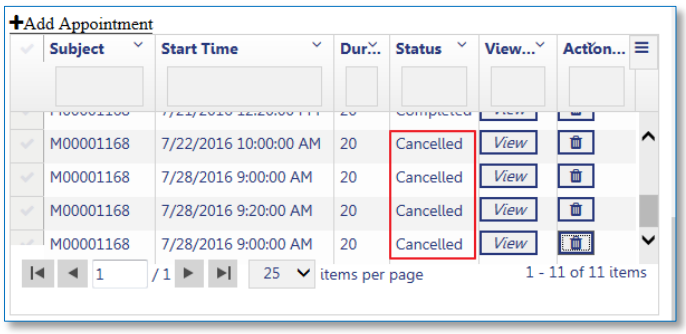
You will be asked to confirm that you want to delete the appointment. Click on **Yes** to confirm deletion, or **No** to keep the appointment.



A notification will appear to confirm that the cancellation was successful. Click **OK** to recognize the notification and continue back to the job filings page.



After deleting the appointment it will still appear on the appointment grid but the **Status** will be **Cancelled**.



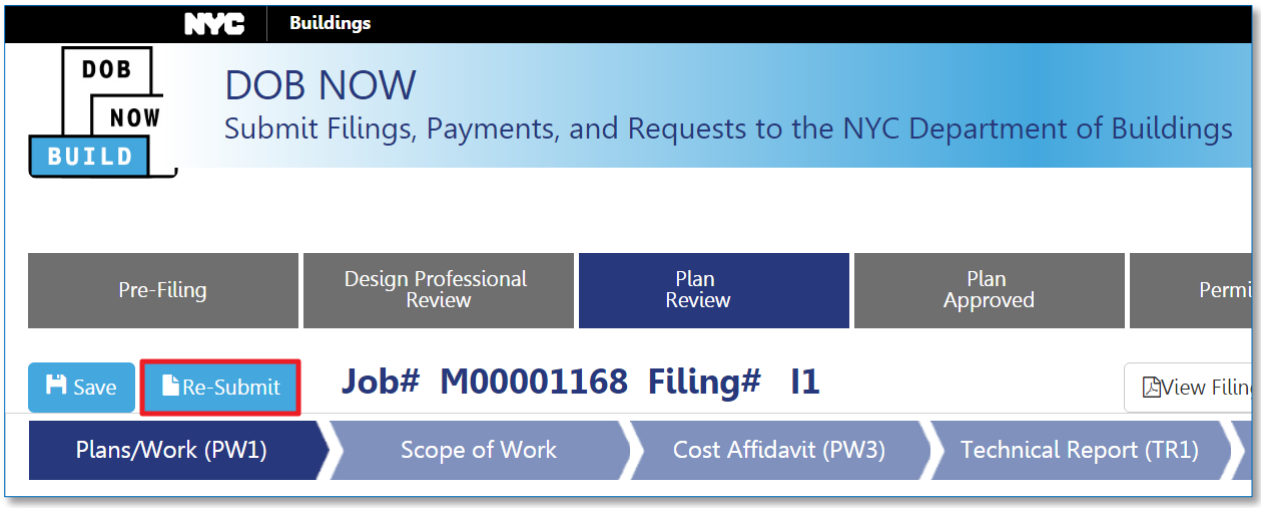
If you had previously received an email notification from DOB with the GoToMeeting information, you will receive an email with a cancelled meeting notification from DOB. The GoToMeeting link will be deactivated for the deleted meeting.

Re-submit Filing

To re-submit a filing to DOB after all objections have been resolved, the Design Professional will first need to provide signoff again in the **Statements and Signatures** tab.

The Owner will also need to provide signoff in the **Statements and Signatures** tab.

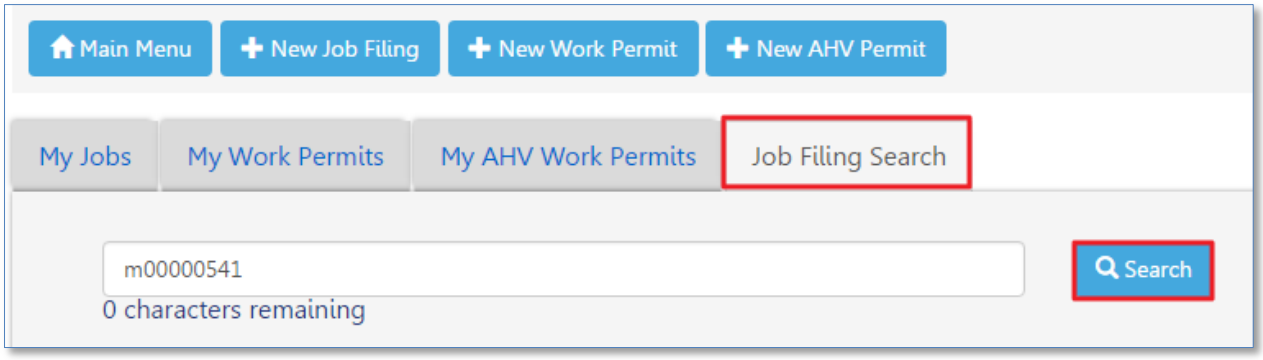
After this has been done, the Design Professional will be able to click the **Re-Submit** button.



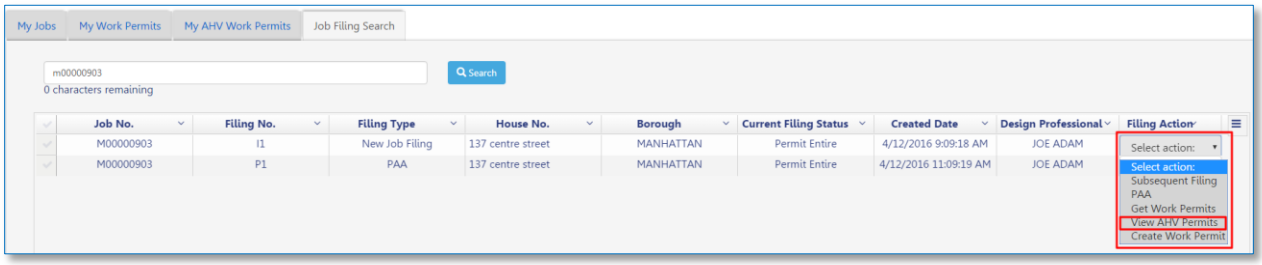
View After Hours Variance Permits (AHV)

Once an AHV permit has been filed, only the Contractor indicated on the AHV form will be able to view it on their **My AHV Work Permits** tab on the **Dashboard.** If you are not the Contractor, you are required to perform a global search for the job filing.

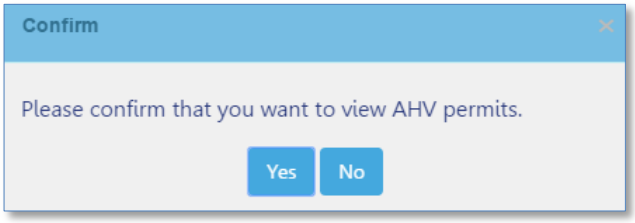
From the **Dashboard,** click on the **Job Filing Search** tab. Enter the job filing number and click on **Search.**



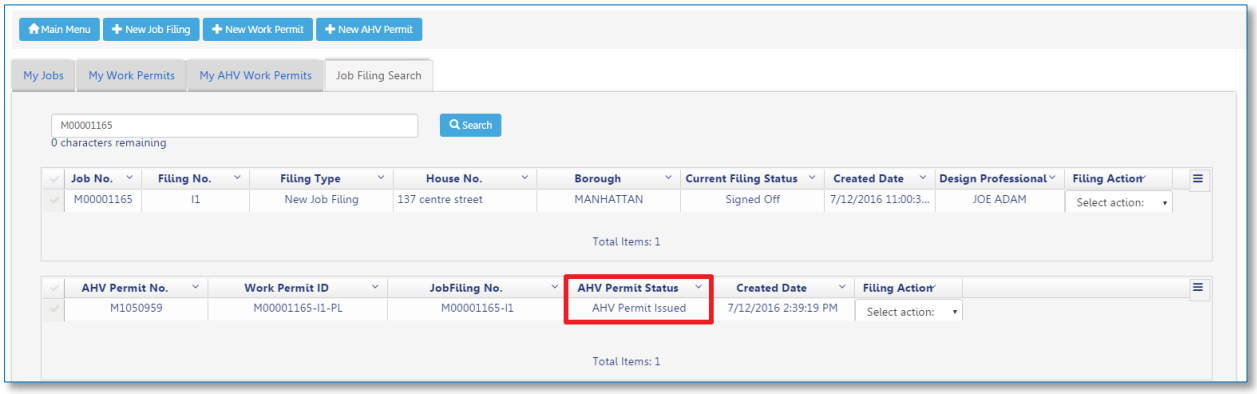
The results will be displayed in a grid. Click on **View AHV Permits** from the Filing Action column.



A message will appear asking you to confirm that you want to view AHV permits. Click **Yes** to confirm and view **AHV** permits.



A new grid will appear showing the AHV filings and the status.



Appendix

Scope of Work Types

The table below contains the list of Scope of Work types that can be selected for Plumbing, Sprinkler, and Standpipe.

Plumbing

This content in the table below will appear only when the PL work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Gas Work Piping, Devices and Meters	**Boilers**	1) Unit Location: ___ 2) Number of units: ___ 3) Floor: ___ 4) Type of unit: ___ 5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ___
	Hot Water Heaters	1) Unit Location: ___ 2) Number of units: ___ 3) Floor: ___ 4) Type of unit: ___ 5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ___
	Co Gen Systems	1) Number of units: ___ 2) DNY/Utility approvals: ___ 3) Floor: ___ 4) Fuel Gas a) Type I. High Pressure 15psi II. Very High Pressure (128psi) (welding)

Category	Scope Includes	Field Values
		b) Use I. Cooling II. Heating III. Generators/Co-Generators IV. Processing
	Equipment and Alarms	☑ Burners ☑ Dryers ☑ Furnace ☑ Fireplace ☑ Generator
	Medical/Other Gas	1) Select Type a) Dental b) Oxygen c) Nitrous Oxide d) Labs e) Jeweler's Torch 2) Located At: ___
	Piping, Traps and Valves	*No Additional Values*
	Risers and Stacks	Fuel Gas 1) Type ☑ Low Pressure ☑ Medium Pressure 2) Use ☑ Cooking Residential ☑ Cooking Commercial ☑ Fire suppression hood ☑ Other Alternate Fire Extinguishing System ☑ Heating ☑ Hot Water 3) Meters a) Number: ___ b) Located At: ___
Storm Water, Drywell and Pools	**Piping, Traps and Values**	*No Additional Values*
	Private Storm	Select Type 1) Detention/Retention Tank a) Type I. DryWell II. Retention III. Detention

Category	Scope Includes	Field Values
		b) Located At: ___ 2) Dry Well ○ Install ○ Repair
	Roof Drainage Risers and Stacks	*No Additional Values*
	Swimming Pool	☑ Indoor ☑ Outdoor
Wastewater and Sanitary Drainage	**Equipment and Alarms**	*No Additional Values*
	Piping, Traps and Values	*No Additional Values*
	Private Drainage	Private Drainage 1) Install Septic System 2) Abandon Septic System a) Septic – Located at: ___
	Risers and Stacks	*No Additional Values*
	Sewer System	*No Additional Values*
Water Piping, Fixtures, Devices, Appliances and Finishes	**Equipment**	☑ Pumps ☑ Tanks ☑ Drinking Fountains ☑ Filters ☑ Boilers
	Water Risers	*No Additional Values*
	Meters and Sub-meters	*No Additional Values*
	Water Service Piping	*No Additional Values*
	Piping and Insulation	Backflow Preventer (RPZ) Type 1) Type a) Primary b) Secondary 2) Floor: ___
Work requires penetration of fire-rated assemblies	**Work requires penetration of fire-rated assemblies**	Description: ___

Sprinklers

This content in the table below will appear only when the SP work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Indicate Type of Sprinkler System	**Fire Extinguishing System Connected to Sprinklers**	1) Existing/Proposed a) Existing b) Proposed ○ Yes ○ No
	Hazard Type	1) Existing/Proposed a) Existing b) Proposed 2) Select Type a) Light Hazard b) Ordinary Hazard –Group 1 c) Ordinary Hazard – Group 2 d) Extra Hazard – Group 1 e) Extra Hazard – Group 2
	System Type	1) Existing/Proposed a) Existing b) Proposed ○ Wet System ○ Dry System
	Water Supply	1) Existing/Proposed a) Existing b) Proposed 2) Water Main a) RPZ b) DDCV 3) FDC ○ Yes ○ No 4) Tank a) Suction b) Pressure c) Roof Tank
Schedule of	**Pumps**	Pumps

Category	Scope Includes	Field Values
Building System		1) Booster Pump 2) Special Service Pump 3) Jockey Pump
	Sprinklers	☑ Standard Sprinkler Head ☑ Extended Coverage Head
	System	System ❮ 1) Dedicated Sprinkler 2) Combination – Sprinkler + Standpipe 3) Full Installation 4) Partial Installation
Sprinkler Work – Check below for all that apply	**Distribution Piping**	☑ Risers Control Valve ☑ Risers and Branches
	Equipment	☑ Booster Pump ☑ Special Service Pump ☑ Fire Pump ☑ Dry Pump Valve
	FDC	*No Additional Values*
	Pumps	*No Additional Values*
	Sprinkler Heads	Sprinkler Heads: ___
	Storage Tanks	*No Additional Values*
	Water Mains	*No Additional Values*
	Work requires penetration of fire-rated assemblies	○ Yes ○ No 1) Description: ___

Standpipe

This content in the table below will appear when the Standpipe work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Fire Standpipe	**Fire Pump**	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Floor/Riser Control Valve	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Hose Cabinet/ Rack/ Valve	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Siamese FDC	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Special Service Fire Pump	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Standpipe Piping	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Temporary Air Pressure Systems	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____

Standpipe Required Items

Standpipe Functionality Updates – Required Documents

When **SD - Standpipe** is selected as a work type on the **Plans/Work (PW1)** form, a number of Standpipe specific documents must be uploaded on the **Required Documents** page. These required documents will vary depending on the type of Standpipe job and/or if the Standpipe filing is in conjunction with the *SP – Sprinkler work type*.

For Standpipe, the following represents (conditionally) required documents (as suggested by a Plan Examiner or FDNY where applicable):

Document Type	Work Type(s)	Prior to Status	Required/Optional
RESTRICTIVE DECLARATION/EASEMENT	SD	Approved	Required when a section of Yes to CRFN(S) Restrictive Declaration / Easement PW1, Sec. 9 and BRD section 4.1.2
SUBMIT LETTER OF NO OBJECTION FROM FDNY	SD	Approved	Required when Scope of Work is Repair to Existing
HYDRAULIC FLOW CALCULATIONS	SD	Approved	*Optional for Plan Examiner/Prof Cert Clerk to Add during review*
HYDRO FLOW TEST LETTER	SD	Approved	*Optional for Plan Examiner/Prof Cert Clerk to Add during review*
RESTRICTION: EASEMENT AGREEMENT FOR WATER SUPPLY	SD and SP	Approved	*Optional for Plan Examiner/Prof Cert Clerk to Add during review*
SD/SP FIRE PUMP TEST: FP-86	SD and SP	Signed Off	*Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review*
SP/SD DEVICE CERT: LTR-LIC ELECT	SD and SP	Signed Off	*Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review*
SPRINKLER/STANDPIPE ELECTRICAL LETTER	SD and SP	Signed Off	*Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review*
NYS DEC TIDAL WETLANDS MAP	SD	Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1*
NYS DEC TIDAL WETLANDS APPROVAL	SD	Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1*
NYS DEC FRESHWATER WETLANDS MAP	SD	Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1*
NYS DEC FRESHWATER WETLANDS APPROVAL	SD	Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1*
NYS DEC COASTAL EROSION HAZARD MAP	SD	Approval	*Required Documents will be auto populated by the*

Document Type	Work Type(s)	Prior to Status	Required/Optional
			system based on Data entry from Section 20 of PW1
NYS DEC COASTAL EROSION HAZARD APPROVAL	SD	Prior to Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20A – "Flood Hazard Area" of PW1*
FLOOD ZONE DESIGN CERTIFICATION	SD	Prior to Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20A – "Flood Hazard Area" of PW1*
TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN	SD	Prior to Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20A – "Flood Hazard Area" of PW1*
FLOOD ZONE COMPLIANCE (Special Inspection)	SD	Prior to Approval	*Required Documents will be auto populated by the system based on Data entry from Section 20A – "Flood Hazard Area" of PW1*
FEMA ELEVATION CERT (086-0-33)	SD	Prior to Sign-Off	*Required Documents will be auto populated by the system based on Data entry from Section 20A – "Flood Hazard Area" of PW1*
FLOODPROOFING CERT (086-0-34)	SD	Prior to Sign-Off	*Required Documents will be auto populated by the system based on Data entry from Section 20A – "Flood Hazard Area" of PW1*

List of Acronyms

Work Type Acronyms

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

Legal Acronyms

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

Permit Type Acronyms

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

Building Type Acronyms

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

Professional Acronyms

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