INDUSTRY PORTAL STEP-BY-STEP GUIDE

Initial Job Filing for Full Demolition:

EMERGENCY DECLARATION (ED)

The following Step-by-Step Guide will outline the steps applicable to initiating a Full Demolition: Emergency Declaration in DOB NOW: *Build.*

Contents

Overview

This step-by-step guide will provide applicants with a systematic understanding of how to initiate a Full Demolition: Emergency Declaration in DOB NOW: *Build.*

This step-by-step guide will explain and visually show an applicant how to navigate the Main Dashboard to the electronic form.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

<u>Requirements</u>

- ■ Initial filings will be filed in DOB NOW as standard plan review.

- ■ Subsequent filings to the initial Full Demolition filing can be filed as a standard plan or professional certification review.

- ■ Plans will be required if the building to be demolished is of a certain size or if any mechanical methods are employed for the demolition.

- ■ For jobs that require plans to be filed, the application must be submitted by Registered Design Professional (RDP), and jobs that do not require plans can be filed by a General Contractor (GC) or property owner if certain conditions are met (an owner can file under limited circumstances for small jobs where no workers will be employed, and no insurance is required).

- ■ A professional Engineer (PE), Registered Architect (RA), OR General Contractor should be the Applicant of Record (AOR).

- ■ The forms that would be applicable for Full Demolition work type are PW1, PW2, TR1, ELV1, ED16A and PGL1, CSC Appointment Request Form and L2.

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.

2. Grayed-out fields are Read-Only or are auto-populated by the system.

3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel: https://www.youtube.com/user/NYCBUILDINGS

2. Presentations & Sessions: https://www1.nyc.gov/site/buildings/industry/dob-now-training.page

Log into DOB NOW: Build

Follow the steps below to access DOB NOW: Build and initiate a New Building Job Filing.

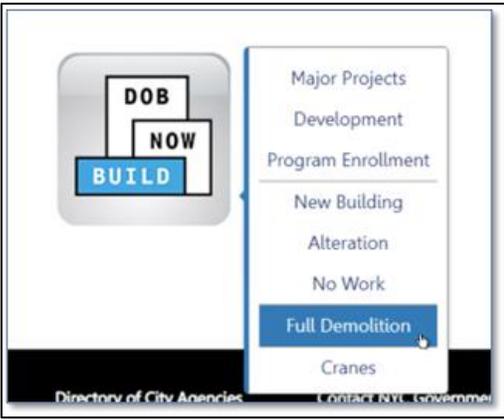| Step	Action
ⓘ	**Note** In order to log in to DOB NOW, you must be registered for eFiling. Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW. For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links: ▪ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ▪ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	Access the Internet.
2.	Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.
3.	Press **Enter** on your keyboard.

Step	Action
	The DOB Login page displays.

Step	Action
4.	Enter your **Email** and **Password**. If prompted, check I'm not a robot.
5.	Click **Login**.

Step	Action
6.	The DOB NOW Welcome page displays. Click **DOB NOW: *Build***. Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals. Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under **DOB NOW: Licensing**. Boiler, Elevator, Energy (Building Emissions) and Facade Compliance Filings; COVID-19 Safety Guidance Stop Work Order Rescission Requests; Closed Site Notifications, Boiler and Elevator Violation Payments and Waiver Requests are available under **DOB NOW: Safety**. New Building, Alteration-CO, Alteration, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy and Certificate of Occupancy filings are available under **DOB NOW: Build**. Certificate of Correction Review Requests to the Administrative Enforcement Unit (AEU), Civil Penalty Review Requests (L2), New and Renewal License Applications and Records Requests are available under **BIS Options**. Get started by selecting a module below.
7.	Hover over DOB NOW: *Build,* then click on **Full Demolition** option. Major Projects Development Program Enrollment New Building Alteration No Work Full Demolition Cranes

Step	Action
	The DOB NOW Dashboard displays. The **Job Filings Dashboard** displays by default.

You are now logged into DOB NOW and dashboard. Continue to the **Initiate a Job Filing** Step-by-Step Guide.
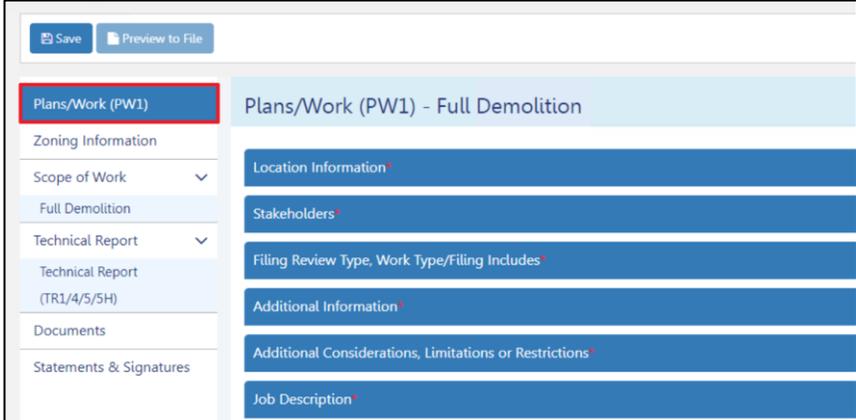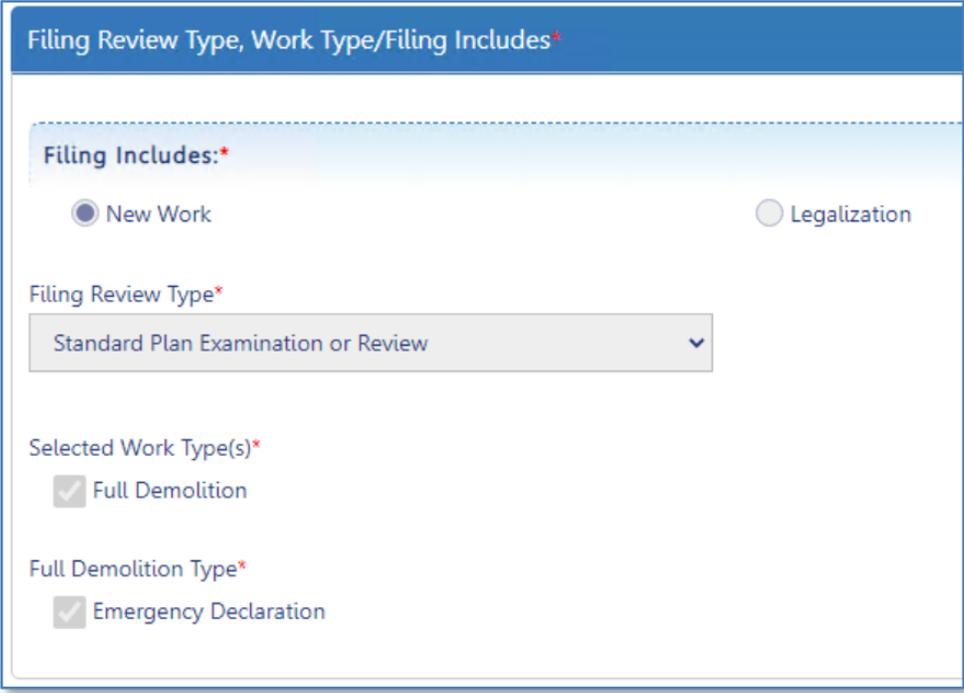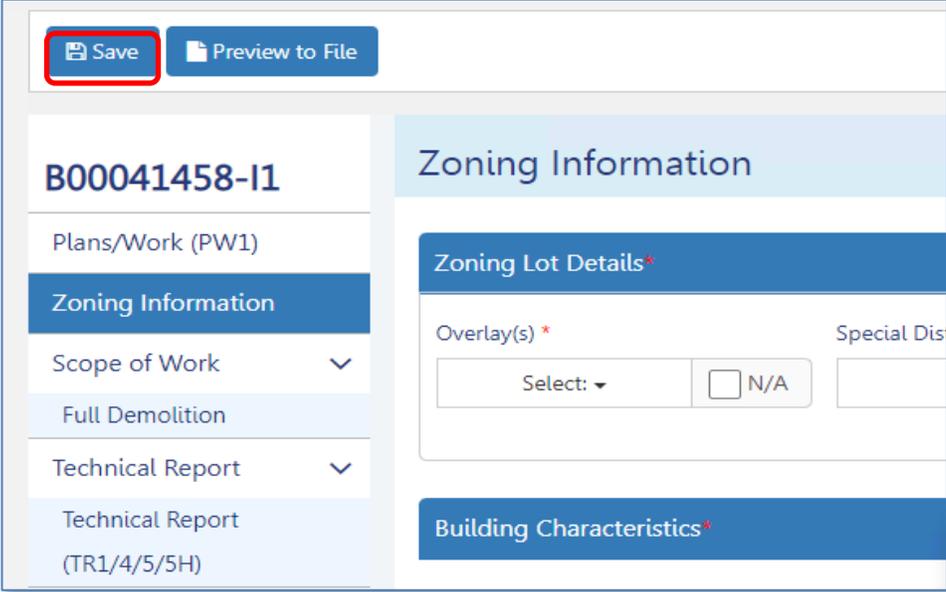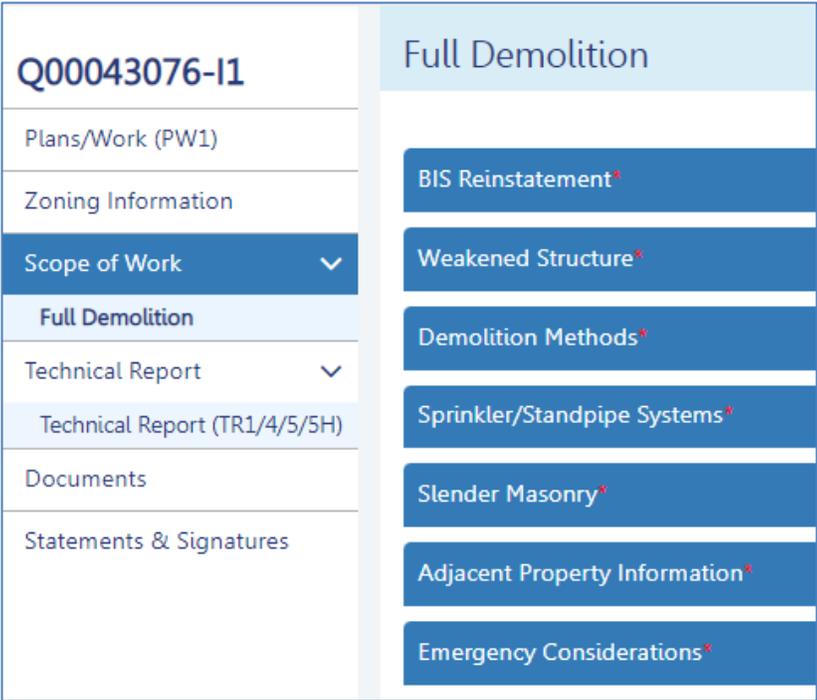
Initiate the Emergency Declaration (ED)

Complete the following steps to create an Emergency Declaration (ED):

Step	Action
1.	Above the Job Filings Dashboard, select **+ Job Filing** from the options.

Step	Action
2.	Select **Full Demolition** as the Job Type. Under **Full Demolition Type(s)** select **Emergency Declaration.**
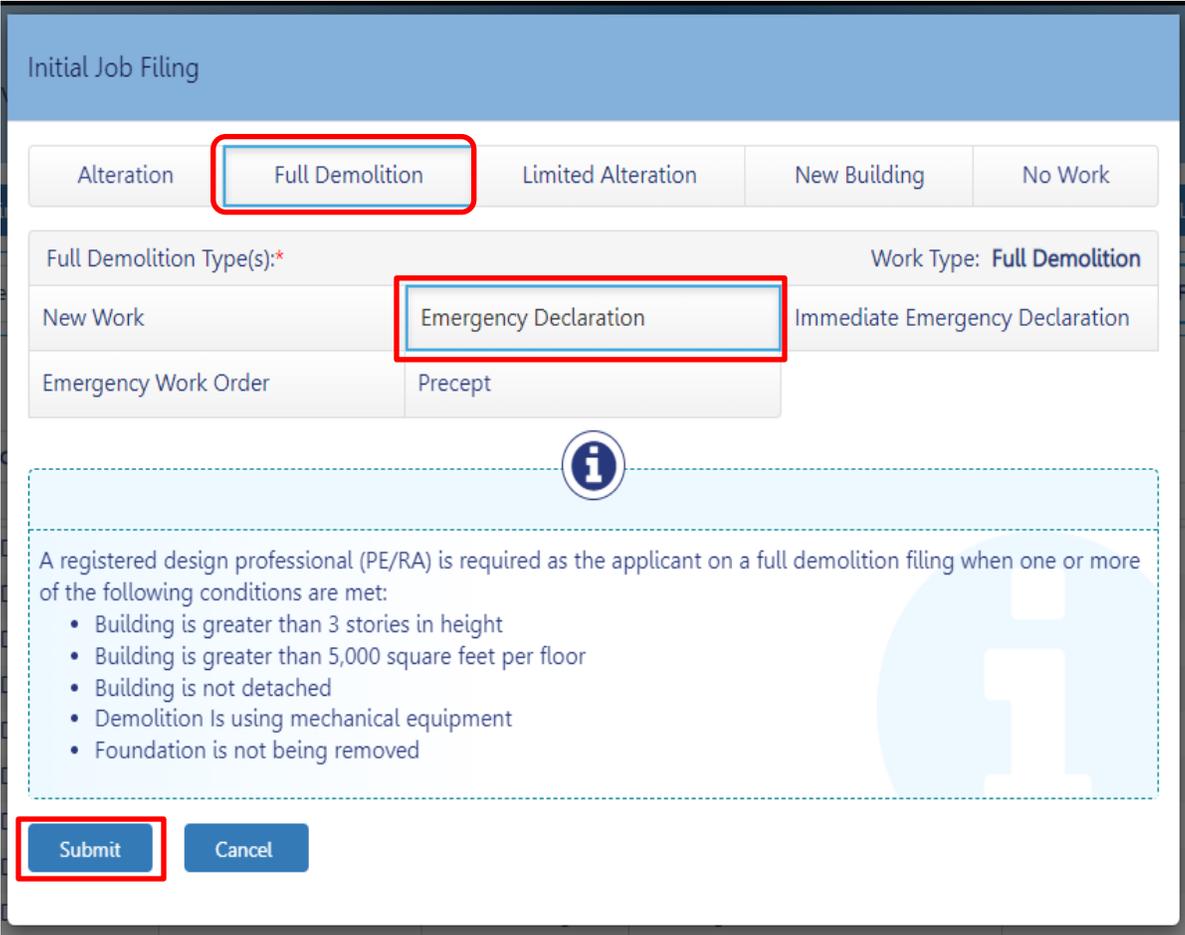
Initial Job Filing

| Alteration | Full Demolition | Limited Alteration | New Building | No Work |

Full Demolition Type(s):*   Work Type: **Full Demolition**

| New Work | Emergency Declaration | Immediate Emergency Declaration |
| Emergency Work Order | Precept | |

ⓘ

A registered design professional (PE/RA) is required as the applicant on a full demolition filing when one or more of the following conditions are met:
- Building is greater than 3 stories in height
- Building is greater than 5,000 square feet per floor
- Building is not detached
- Demolition Is using mechanical equipment
- Foundation is not being removed
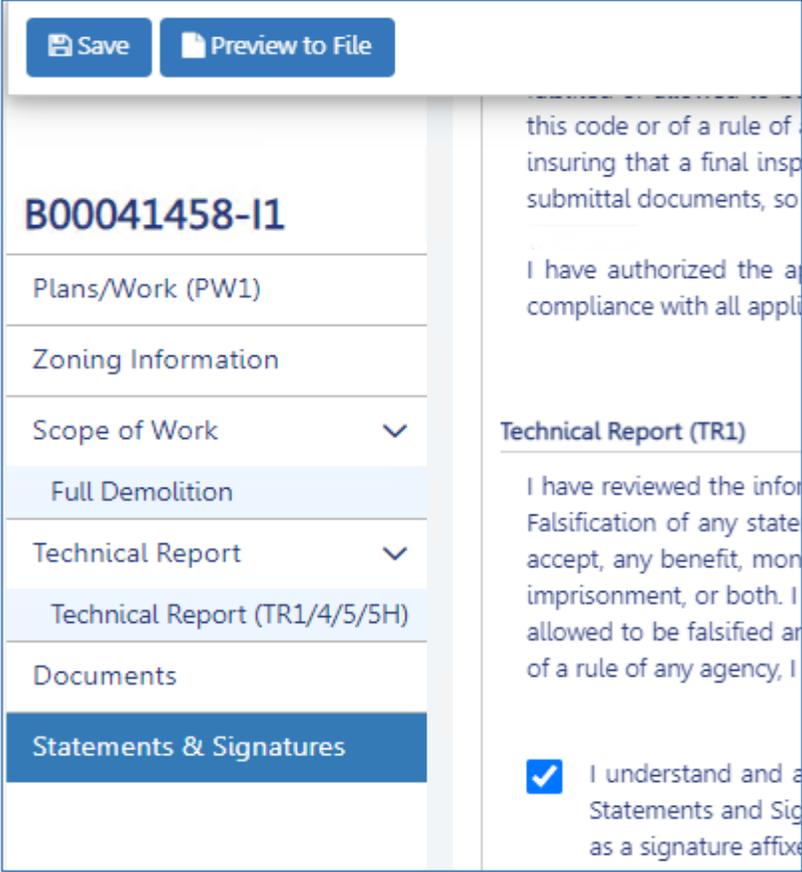
Submit   Cancel

Click **Submit.**

Step	Action
ⓘ	**Note** The Job Filing displays. The Plans/Work (PW1) tab is selected, and some sections must be completed before the Job Filing can be saved. Location Information, Stakeholders and Filing Review Work Type/Filing Includes are required in order to save the Job Filing.
3.	Fill in all the appropriate information for the **Plan/Work (PW1)** tab. Click **Save** at the top left to continue to the next tab.

Step	Action
4.	Fill in all of the appropriate information required for the **Zoning Information** tab. There are no Full Demolition-specific questions. When done, click **Save** to continue.
5.	Under the **Scope of Work** tab click on **Full Demolition** and begin filling in the appropriate information for each one of the sections.

Step	Action
6.	Depending on how you answer previous questions, **you may see additional questions pop up**. For example, if the building has a sprinkler system and a fire department hose connection, the Associated Sprinkler Job Number must be added. **All questions that appear must be answered.**

Sprinkler/Standpipe Systems*

Does the building to be demolished have a sprinkler system?*

◉ Yes   ○ No

Does the building being demolished have fire department hose connections?*

● Yes   ○ No

Associated Sprinkler Job Number*

Step	Action
7.	Make sure to answer the questions in the **Emergency Considerations** tab.

Emergency Considerations*

Is this Full Demolition filing associated with a Precept, Emergency Declaration(ED), Immediate Emergency Declaration (IED) or Emergency Work Order (EWO)?*

◉ Yes   ○ No

EWO

DOB Vio Number:*

Will the foundation or other remnant structures remain after the demolition work is completed ?*

○ Yes   ○ No

Is this Immediate Emergency Declaration filing associated with a previously filed Full Demolition filing?*

○ Yes   ◉ No

Has the structure been fully demolished at the time of application?*

○ Yes   ○ No

Has demolition work not begun, or is the structure not fully demolished?*

○ Yes   ○ No

Step	Action
8.	Once all the information has been filled in on the previous modules, **continue filling out the rest of the Job Filing tabs** (Technical Report, Documents, and Statements & Signatures).

Step	Action
9.	It's always a good idea to go back and review the information you've provided the system with. Take some time to double check that all the information in the modules has been entered correctly. Pay any required fee, and when you're finished click **Save** and then **Preview to File**
	You have now completed the **How to File an Emergency Declaration Step-by-Step Guide**.

- The above steps are the required steps for filing a Full Demolition: Emergency Declaration.
- The further steps beyond Scope of Work, for example, Technical Reports have not changed and are somewhat the same across DOB NOW: Build.
- Refer to the previous Step by Step Guides for each tab posted on the DOB Website to complete the data entry on the Job Filing Application and submit it to DOB review.