DOB NOW – Waiver and Deferral
Applicants / Industry Users
Last Updated: 03/01/2018

The following steps detail how to:

1. Request a Waiver or Deferral on a Document
2. Verify if a Waiver/Deferral Request has been Approved
3. Upload or Re-Request a Waiver/Deferral Request after a Rejection

What is a Deferral versus a Waiver request?

**Deferral**: To postpone providing a required document until a later phase in the application process.

**Waiver**: To *not* have to provide a required document as part of an application.

A Waiver or Deferral request will generally be entered in place of uploading one or more required documents prior to submission of a filing. In some cases, a request may also be submitted if the filing is in *Objections* or *QA Failed* phases.

Only certain Document Types may be Waived or Deferred through DOB NOW and only during certain phases. See Note on Page 3.

Waiver and Deferral requests are permitted in conjunction with the following work types as of February 2018:

- Antenna
- Construction Fence
- Curb Cut
- Plumbing
- Sidewalk Shed
- Sign
- Sprinklers
- Standpipe
- Supported Scaffold

**NOTE**: A Waiver or Deferral Request will only be reviewed upon submitting the entire filing (clicking ‘File’ for an initial filing or clicking ‘Resubmit’ for a resubmission).
How to Submit a Waiver or Deferral Request

Log-in to Dashboard

1. From the Dashboard, enter the Job Filing Number.

2. Click on the Job Filing Number from the Search Results.

Documents

The job filing will open.

3. Select the Documents chevron to continue.
Request Waiver or Deferral

4. Under Required Documents...

5. Click the Select Action Dropdown menu next to the document listed in the Required Documents grid.

6. If this option is applicable to the document, select Request Waiver or Deferral.

NOTE: If the Action Menu is inactive the symbol appears - neither a Waiver nor Deferral may be requested for this Document Type.

- For WAIVERS, if the option is not available, you may instead complete an A1: Additional Information form.
- For DEFERRALS, if the option is not available, you may instead complete a DOB NOW Online Help form.

Action Menu Options

From the Action column, click the Select Action dropdown menu:

- View Request: View previous Request Form.
- Edit Waiver/Deferral: Edit the request for Waiver or Deferral before it is submitted.
- Cancel Waiver/Deferral: Cancel the request for Waiver/Deferral and upload the Required Document.
Click Yes

7. **Confirmation** box will appear. Click Yes to request Waiver or Deferral for the selected document.

Complete Description Field

A **New Waiver or Deferral Request Form** will appear. The fields shaded in gray are prepopulated.

8. Enter the reason why the Waiver or Deferral is being requested into the **Description** field.

9. Click **Save**.

Notification

10. A Notification box to confirm your Waiver or Deferral request will appear. Click **OK**.

**REMINDER:** The request will not be reviewed until the entire filing is submitted.
**Document Status**

11. Under the **Required Documents** field, the **Document Status** will change to **Pre-filing Waiver or Deferral Requested**.
Verify if a Waiver/Deferral has been Approved

After the Department of Buildings reviews the request, the applicant will receive an email indicating whether the request was Approved or Rejected. Additionally, the Document Status will update as below.

Approved Request for Waiver or Deferral of Documents

If a request is Approved, the Document Status column will display Waiver Approved or Deferral Approved.

<table>
<thead>
<tr>
<th>Created On</th>
<th>Document Name</th>
<th>Document Status</th>
<th>Prior To</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-02-09</td>
<td>Doc 1</td>
<td>Waiver Approved</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>2018-02-09</td>
<td>Doc 2</td>
<td>Deferral Approved</td>
<td>Letter of Com...</td>
<td></td>
</tr>
<tr>
<td>2018-02-09</td>
<td>Doc 3</td>
<td>Submitted</td>
<td>Permit Issuance</td>
<td></td>
</tr>
</tbody>
</table>
Upload or Re-Request a Waiver/Deferral Request after a Rejection

1. If a request is Rejected, the **Document Status** column will display **Waiver Rejected** or **Deferral Rejected**. Users should read the reviewer’s comments prior to either uploading the document or re-requesting a Waiver or Deferral.

**NOTE:** The applicant will receive an email indicating that the request has been rejected. However, action cannot be taken on this document until you receive an additional email indicating ‘Objections Raised’ or ‘QA Failed’.

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**View Comments in Trace History**

2. To view comments for a previously submitted Waiver/Deferral request, select the **Action** drop-down menu, then select the **View Request** option.
3. A **View Request Form** window will appear.

4. Select **Trace History** button in the upper-right corner.
5. A drop-down will appear below the current View Request Form with the Comments of the request.

6. Click Cancel to exit the window.
Options

7. Based on the decision made, continue with the following options:

Select the **Upload** icon and upload the document.

![Required Documents](image)

**OR**

Re-request by selecting **Request Deferral** or **Request Waiver** and then follow the same procedures on Page 4.

![Required Documents](image)

**NOTE:** If you decide to re-request a Waiver or Deferral, it will be reviewed at a higher level within the Department of Buildings. When entering the description in your re-request, be sure to address the Department’s comments provided in the original rejection.
REMINDER:

If a Waiver or Deferral was rejected, the job filing will also have been returned with 'Objections Raised' or 'QA Failed' that must be addressed prior to resubmission.

The job filing may also be returned with an **Appointment** required designation.