

SERVICE UPDATE

Department of Buildings expands Hub Full-Service Functions to Small Business Services (SBS)

Online Review + Approvals for Smaller Alteration Projects

SBS Job Processing is now live! Architects, engineers and filing representatives can now file Alteration Type-2 and Type-3 applications *online* for smaller construction projects.

This Hub enhancement extends the convenience of digital plan review to minor construction projects, such as restaurants, retail, or industrial projects and allows them to be directly reviewed by SBS Plan Examiners.

Because all required documents are submitted electronically and payments are made online, in-person visits to the Business Acceleration office are no longer necessary for these projects – saving applicants both time and money.

To Begin

1. [Register for electronic filing](#) on the Department of Buildings' website.
2. [Log in](#) at the eFiling page.
3. **Click** the Minor Construction box and **expand** the Other Job Applications and Hub Full-Service bar.

To Use SBS Job Processing

- **Select** Begin New Job Application to start a new Plan/Work Application (PW1). Select "Yes" when asked if the job is being submitted through the Small Business Services team (SBS).
- **Select** Alt-2 or Alt-3 project.
- **Upload** all plans, including a completed AOS1 (signature and seal form) and any other required documents for the project.
- **Pay** all associated filing or application fees online.
- **Submit** the application for Electronic Plan Review.
- **Virtual Plan Reviews** will be performed online; design professionals can participate virtually from their office computer.

Note: Hub Self Service can accept professionally certified applications. Once plans have been accepted, notify SBS at Rangehood@sbs.nyc.gov to obtain FDNY plan review approval.

For more information, read the Hub [Full-Service Industry Filing Guide](#) or call SBS Business Acceleration Team at (212) 618-8810.

Bill de Blasio, Mayor

Rick D. Chandler, P.E., Commissioner, Department of Buildings

Maria Torres-Springer, Commissioner, Small Business Services

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