

SERVICE NOTICE

HUB Full-Service and Self-Service Update

Beginning Thursday, July 30, 2020, HUB Full-Service and HUB Self-Service jobs in eFiling will be Administratively Closed if the Applicant of Record has not paid for the initial filing within 90 days of it being assigned a job number.

Currently HUB Full-Service and HUB Self-Service jobs in eFiling are **Administratively Closed** after 60 days of inactivity. As of July 30, 2020, the Applicant of Record has 90 days to pay for an initial filing or it will be *Administratively Closed* due to inactivity. If the job is *Administratively Closed* due to inactivity, the job cannot be reinstated.

Message that will appear on the BIS Application Details page:

This HUB Full/Self-Service job has not been submitted to DOB by the Applicant of Record. It will not be processed until it is submitted and will be deleted on MM/DD/YYYY if no payment is received.

If the job has been paid for within 90 days or it is fee exempt, it will remain open but it will not be reviewed by the Department of Buildings until it is submitted by the Applicant of Record.

Message that will appear on the BIS Application Details page:

This HUB Full/Self-Service job has not been submitted to DOB by the Applicant of Record. It will not be processed until it is submitted.

POST UNTIL: October 31, 2020