

## SERVICE UPDATE

### **NYC Development Hub: Hub *Full-Service* Now Live Online Review + Approvals for Smaller Alteration Projects**

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**Hub *Full-Service* 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 office modernizations or new bathroom installations.**

Because all required documents are submitted electronically and payments are made online, visits to a Department borough office are no longer necessary for these projects – saving the industry time and money.

#### **To Begin**

1. **Enroll** with the NYC Development Hub on the Department's website.
2. **Log in** at the Hub.
3. **Click** the Minor Construction box and **expand** the Other Job Applications and Hub Full-Service bar.

#### **To Use Hub *Full-Service***

- **Select** Begin New Job Application to start a new Plan/Work Application (PW1).
- **Upload** all plans, including a completed AOS1 (signature and seal form) and any other required documents for the project.
- **Pay** all associated filing or applications fees online.
- **Submit** the application for Electronic Plan Review.
- **Virtual Plan Reviews** will be performed online; design professionals will participate virtually, from their office computer.
- **Permits** will be issued electronically by the NYC Development Hub.

**For more information, read the Hub *Full-Service* Industry Filing Guide.**

Michael R. Bloomberg, Mayor  
Robert D. LiMandri, Commissioner

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