



Industry Meetings

Category	Question	Answer	Borough	Meeting Date
Plan Examination	We need to have a plan examiner re-review an entire application. How do we figure out the fee for re-review and when it will be paid?	Send question directly to BC, special case	Bronx	9/8/2021
Violations	The owner received a work without permit ECB violation, but we have a "defense". How can I submit and process the "defense" for the ECB violation so that it's dismissed? Do I present my "defense" at the upcoming hearing and it will get dismissed there? How does it work and what is the process?	Yes, attend the hearing. A summons can be dismissed as a result of a hearing. If the violation is not dismissed at the hearing, a Certificate of Correction must be submitted to DOB. If there is a Cure date on the summons, you do not have to attend the hearing or pay a penalty if an acceptable Certificate of Correction is submitted to DOB before the Cure date. nyc.gov/AEU for more information.	Bronx	9/8/2021
Plan Examination	Installation job; DOB NOW requires TR5? Failing QA review; TR5 usually required after installation. Trying to get permit for foundation, but requirement for TR5 prior to permit being asked. TR5 is a report on piles installation - special inspector would report on installation. Cannot install until permit issued.	Submit PER-11 to set up an appointment with the BC; not sure why this is required prior to permit, unless it's asking for special inspector.	Bronx	9/8/2021
Code	A four story, 1938 code multiple dwelling walk-up apartment building wishes to create a roof deck for use by all tenants. Must this roof deck be accessible? Per the building code, only buildings that are five or more stories are required to have an elevator. In four story buildings without an elevator, only the dwellings on the first floor are required to be accessible. Also, can the roof deck be filed as a General Construction (GC) application per BB 2018-002? While structural alterations will be required for the roof deck, the building would not have to update the C of O as no C of O exists. Refer to E. Alteration type 2 (Alt-2) filing for existing buildings., item (i)(4). Are there scenarios where you don't need roof deck accessory, building roof deck to be accessible from public way?	New roof deck will be created for the entire building and dwelling units on the first floor are accessible units. So new roof deck shall be accessible to the tenants of the first floor. Roof deck shall be accessible. Occupant load of the roof will be changed. Means of egress from the roof may be modified for new use. It shall be done through an alteration job to establish new Schedule of Occupancy. It's not possible, through the public way to not have it accessible. Roof deck through building will be asked. If these existing spaces have already been used for common use by the residents, then there is no need for any updates. You need to put a common elevator, Chapter 1 under General Admin procedures and Chapter 11.	Brooklyn	9/15/2021
Violations	Does DOB have a less punitive alternative than a Stop Work Order to address site safety issues - in particular for sites where a Site Safety Supervisor has been hired for daily visits?	CSE may issue a PSWO or summons depending on scope of safety issues. CSE always tries to issue PSWO rather than a FSWO in order to try and keep site working. A PSWO is always not possible. Inspectors instructed to limit issuing of stop work orders	Brooklyn	9/15/2021

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Code	Has the DOB considered the impact of neighborhood value on the ability of small building owners to make changes to their property without triggering accessibility, fire protection and flood resistance upgrades? The DOB uses a cost threshold to determine if proposed renovations should require upgrades to meet current codes. Due to the underlying value of the surrounding neighborhood this cost threshold can be radically different for buildings that are essentially the same.	<p>The process as it now exists does not take geography [Neighborhood / Borough] into account because the replacement cost [§C26-103.5] 27-119 of a building is always the same in NYC. Whether you build in the Bronx or in Manhattan, RS Means does not distinguish. Differences occur based on the state you are building in. A 3-story single family building in Manhattan is calculated at the same rate as a 3-story single family building in the Bronx.</p> <p>If you use the formula outlined in the referenced section, the assessed value is quite often the same regardless of geography for buildings of similar use and design. The difference occurs when buildings are newer or have been renovated. Then you will find that newer buildings or renovated buildings will have a higher assessed value. This higher value is not specific to geography. [This assessment process is the purview of the DOF, not the DOB]</p> <p>The other problem with this premise is that if you begin to look at areas which are perceived as being of lower value, and decide to exempt those areas from complying with the safety issues you mentioned, you would probably then find less safe [Sprinklered], less accessible [Handicapped] , and less flood resistant buildings in the areas perceived as having a lower "underlying value". What members of our community would</p>	Brooklyn	9/15/2021
Plan Examination	How to delineate between alteration (formerly Alt2) and alteration CO (formerly Alt1) and how to do alteration CO no work permit - why is there not a specific option for that including scheduling the construction inspection for same.	The questions answered when a DOB NOW application is first created determine whether the application is an Alteration or an Alteration CO. An Alt No Work application is still submitted in BIS. There are no changes to the inspection process; inspections are scheduled through DOB NOW: Inspections.	Brooklyn	9/15/2021
Code	Please clarify if for accessory Multilevel Open (stacker or automated rotary carousel) parking systems we have to apply the same bulk regulations as for a building - rear yard and height obstructions, setbacks, etc.	<p>Pursuant ZR23-44 [Permitted Obstructions in Required Yards or Rear Yard Equivalents], Multilevel Open (stacker or automated rotary carousel) parking systems are currently not a permitted obstruction in the required rear yard, and they cannot obstruct the required residential open space, ZR 23-86 [Minimum Distance Between Legally Required Windows and Walls or Lot Lines].</p> <p>Obstructions of ZR23-44 - not a permitted obstruction and cannot obstruct open space. For commercial, ZR23-C, need to be fully enclosed. Cannot be open. Submit drawing to BCs office.</p>	Brooklyn	9/15/2021
Permits	When changing registered email for GC, will permit renewals be considered a renewal with change? Are we superseding the current GC even though it is the same license? Please explain process and downside to changing registered email.	We encourage licensees to avoid changing their email addresses as much as possible. A GC number can only be associated with one eFiling account. A new email address can be added as a secondary email address on an existing eFiling account. But when the permit is renewed it will still be considered a renewal with change - the email address triggers this, not the GC registration number.	Brooklyn	9/15/2021

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Code	Why did DOB change the PW1 in DOB NOW to exclude the approval of Condo Board on permit filing forms (previously line 26A)? This undermines the Condo Board and allows individual unit owners to do an end-run around Condo review and approval.	Code sections §28-104.8.2 and §28-104.8.3 do not require signature by a condo officer. If a condo officer has a complaint about an application, the complaint can be submitted in writing to the appropriate DOB borough commissioner.	Brooklyn	9/15/2021
Plan Examination	Requesting an appointment with the examiner if we see objections are not being resolved.	The applicant should make every effort to respond to the first round of objections without an appointment. If there is a second round of objections, plan examiners are advised to require an appointment. For DOB NOW and BIS jobs, the plan examiner will indicate if an appointment is required when issuing the objections. If the plan examiner did not indicate an appointment was allowed, the applicant should respond to the objections and resubmit the filing (for DOB NOW jobs, reupload any documents that were rejected and resolve any objections). In the response to the objections, the applicant can indicate that an appointment is wanted. The job needs to be resubmitted for the plan examiner to then issue objections again and at that time can indicate that a meeting is allowed. If an appointment is allowed, proceed with scheduling it in DOB NOW or the Appointments system.	Brooklyn	9/15/2021
Plan Examination	Requested items waived or added by examiner at time of approval. Smoke detector, sprinkler sign off, etc.	In DOB NOW, documents cannot be added by plan examiners. The plan examiner can issue an objection and the applicant can add an additional supporting document. The required documents listed in DOB NOW are based on the business rules of the application. The selection that triggers the document needs to be changed to add the document.	Brooklyn	9/15/2021
Plan Examination	Request waiver of required items prior to permit after approval rather than waiting for PW2 to be submitted then rejected then allowing applicant to request waiver then contractor re submits PW2	We are working to update DOB NOW to allow for waivers to be submitted without having to create the PW2. Currently the PW2 needs to be created to submit the waiver. The PW2 should be submitted and the waiver will be reviewed at that time.	Brooklyn	9/15/2021
DOB NOW	Is it possible to create a print friendly option when viewing all job filings in DOB NOW: Build public portal? or export in an excel file from the public portal? The screen does not allow you to capture all the filings and it is very difficult to communicate to attorneys, banks, owners on what jobs are active vs. signed off in the current system set up.	This option is not available in the public portal. We will look into your suggestion. There are options to create an excel document from the filings on your dashboard when logged in.	Brooklyn	9/15/2021
Plan Examination	I submitted a help request to supersede a TR1 applicant which was eventually done in the system, but I was never notified, but I eventually saw it in the system in my daily review. Can the help desk email confirm that the request has been processed when it is done?	Applicants are notified when supersede requests are processed. Staff have been reminded to ensure this.	Brooklyn	9/15/2021
Plan Examination	When can subdivision applications allowed to be filed in DOB NOW.	There is no specific timeline for this yet. It is not being considered for submission in eFiling because there is a very low volume of applications.	Brooklyn	9/15/2021
Energy	Energy questions: Can DOB provide confirmation the energy examinee received plans for review by the lead plan examiner. There have been many circumstances where the lead plan examiner did not submit the plans for energy review.	Energy plan review is being built into DOB NOW and is set to launch by the end of the year. In the meantime, ACPE will be reminded to assign secondary plan examiners.	Brooklyn	9/15/2021
Energy	Can DOB create a system where we can schedule virtual energy reviews with our energy examiner to resolve open objections	Energy plan review is being built into DOB NOW and is set to launch by the end of the year.	Brooklyn	9/15/2021

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Plan Examination	Application reinstatement: Can DOB create an expedited process to reinstate old applications for sign off only? Can DOB update eFiling system to allow reinstatement payment of \$100 or other amounts indicated on PW1 to be paid online rather than coming to the borough?	As more jobs are transitioned to DOB NOW, we expect the number of reinstatement requests to decrease. However, we are looking into these suggestions.	Brooklyn	9/15/2021
Plan Examination	Request for plan examiners to be more familiar with WebEx, they all use telephones. It is helpful to share screens, not being able to look at the drawing together is very inefficient. Are there plans for applications to auto populate?	We are providing more training to staff. The goal is to auto populate info to make DOB NOW applications more efficient. Every time examiner finishes a review, they have option to either allow and make mandatory or not an appointment. In many cases, 1st review will say no appointment necessary. In 2nd or 3rd review, will have appointment enabled. We will look into making it editable in the future.	Brooklyn	9/15/2021
Plan Examination	Ongoing issue, landscape/architecture for public space, do a lot of site work, when we don't have a building associated, existing or proposed, there is a lot of confusion with examiner about when we need to file a site project and submit? Example, Green renovation intervention, suggested to file with SOE, contractor wanted to file due to deeper than 5 feet (trigger for filing). When it goes to examiner, there was a lot of confusion. We can't get approval. Excavation for simple manhole for drain.	We don't have a good answer but will distribute widely the solution when we do. Right now, we find the nearest space that exists with building and use that instead. Shouldn't hold up approval of excavation process. We will remind the examiners.	Brooklyn	9/15/2021
Permits	Is there updated procedure for temporary use permits? Does it need to be submitted in BIS or DOB NOW?	The bulletin was not updated. Alteration application should be submitted in DOB NOW. Once it's all in place, we schedule inspections. Make sure you follow the bulletin, fire alarms and all is good, etc. Alt type 2 must be submitted in DOB NOW. Afterward print and submit.	Brooklyn	9/15/2021
Plan Examination	DOB NOW new building applications have lots of requirements that need a waiver or something uploaded. Is there way to submit without needing all these requirements?	You can submit and ask for a waiver at the same time. Need a complete application before you can submit. You can also submit a deferral for many documents, too.	Brooklyn	9/15/2021
Occupancy	In the Certificate of Occupancy review process, we have a lot of issues where after Project Advocate review, it's just sitting there and there is no update of the status. Is there a way we can be informed of how long it takes in each stage? We are also getting objections that require changes in BIS that would be more helpful to get when the Schedule of Occupancy is initially reviewed. Reviewer needs to do a better job with initial review.	Good suggestions to be considered and we are working to train plan examiners more.	Brooklyn	9/15/2021
Plan Examination	Regarding uploading drawings for post approval amendments, how should they be submitted? Upload full set instead of amended set?	We have a drawing number and standard that was published 15 years ago. The initial drawing should have sequential numbering, and if there's an amendment to one of those drawings, if an amendment is needed, the amended drawing will show the sequential number. The system will not recognize it's 2 separate sets, but we at the Department will know. We are working to see if there's a fix. There's no need to submit old plan if it's approved. We will come back with a clearer answer.	Brooklyn	9/15/2021

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Code	Do you have to file for resurfacing a front stoop in a brownstone building?	Requirement for permit or work exempt from permit is described in Administrative Code Section 28-105.4 (AC 28-105.4) and the rules of the City Of New York Section 101-14 (1 RCNY 101-14). Depending on the extent or meaning of “resurfacing”, it is possible that such work may be considered ordinary repair not requiring permit, unless, for example, it requires structural modification. Please verify as a registered design professional, based on scope.	Manhattan	9/22/2021
Plan Examination	I am a structural engineer and 2 expeditors have said that I need to file the EA application because it can only be combined with the FO work type. But prior to the recent DOB NOW changes, we've not had to file Earthwork applications for Foundation drawings (no underpinning scope is involved). What additional responsibilities are we assuming as the EOR by filing as the design applicant for the EA work type instead of the geotechnical engineer? Is the intent of DOB, that the structural engineer file EA work type combined or separated? To notify DOB before excavation starts? Shouldn't geological file?	FO permit should allow for excavation, EA was intended for digging only with no structural/foundation installed.	Manhattan	9/22/2021
Records	Can I order microfilm for an entire block and lot online, pay for it on line, and have the files emailed to me.	Manhattan records require in-person request at 280 Broadway, 3rd floor, between the hours of 8:30 am and 2:00 pm on business days.	Manhattan	9/22/2021
Violations	How do I remove a partial SWO after the Certificate of Correction has been submitted and approved?	Process to request rescission of SWO is described on DOB web page: https://www1.nyc.gov/site/buildings/safety/swo.page . It typically requires an appointment request filing with the issuing enforcement unit (a link to that form is found here: https://www1.nyc.gov/assets/buildings/pdf/bec-appointment-request-construction.pdf).	Manhattan	9/22/2021
Plan Examination	How do I self-certify an Alt 2 online?	All Alt2s are filed in DOB NOW as an Alteration job. Professional certification is one of the options when the filing is created. Visit the DOB NOW training page at nyc.gov/dobnowtraining .	Manhattan	9/22/2021
Occupancy	A Temporary Certificate of Occupancy request was submitted as a renewal with no change, but it was sent to Project Advocate and BC/DBC review because of open requirements that needed to be verified. Will this happen with every job that has a required item list? One TCO had one simple required item (e.g. to check section 9 in PW1). Item checked in DOB NOW but not in BIS and then CO goes through extended review. e.g. job 121185029. Instead of going through full review, can it go through QA review only?	We are working to ensure that PAs and BC/DBCs check carefully for these items during review. BC/DBC have the option of approving where it won't have to be reviewed again and can go straight to QA review. If there's an item entered the first time, BC/DBC will resolve it. Project Advocates have also been advised to follow that review process.	Manhattan	9/22/2021
Occupancy	Can extension emails be sent for jobs that have already been issued a Temporary Certificate of Occupancy in DOB NOW? Current policy is to only send extension emails to TCOs issued in BIS that expired since the launch of Occupancy in DOB NOW but have not been able to get a TCO in DOB NOW.	Extension emails for 90 days are now being sent by request only to Manhattan jobs that have been issued occupancy in DOB NOW but are delayed because of the backlog of requests pending Project Advocate review.	Manhattan	9/22/2021
Plan Examination	DOB NOW does not allow adding another fuel storage tank as an amendment on a BE filing, required to be a subsequent filing. Can it be changed to allow for this through a PAA? M00471952 e.g.	We are looking into accommodating this enhancement.	Manhattan	9/22/2021

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Plan Examination	On a Boiler Equipment filing, can the option for underground be changed to allow for entry of letters. Only option currently is numerical values. Checking above ground is misleading.	Adding options to underground will be included in a future DOB NOW update.	Manhattan	9/22/2021
Plan Examination	Could DOB NOW be updated so that for NB plumbing jobs, scope of work, the dropdown menu does not need to be applied to every floor, an easier way to select all the stories for the floors.	Thank you for the suggestion. We are looking into accommodating this enhancement to improve the user interface.	Manhattan	9/22/2021
Plan Examination	What is the current procedure to request waiver of prior to Final C of O items if there is no change in bulk or floor area? Can items such as TOPO stamp, verification of address, and final survey be waived from the required items list?	Please refer to the required items reference guide that is available from the Department's website by search. It contains the conditions with which the waiver request may be made on AI-1 submitted to QueensPER11Appointments@buildings.nyc.gov. Final survey is required for all CO applications and copy of surveys more than two years old may be submitted for data entry receipt by professionally certifying them as per OPPN #4/95.	Queens	9/29/2021
Violations	If illegal work is performed by the previous owner, if the new owner files an application to legalize, can the new owner request without penalty waiver?	At the time of permit issuance, a new owner or the representative may request for the civil penalty waiver for work without permit violations in DOB NOW: Build. A copy of deed and the new owner's affidavit of no relations, interest or benefit to the previous owner should be submitted as per 1 RCNY 102-04.	Queens	9/29/2021
Plan Examination	What is the approval procedure for a professionally certified Post Amendment Approval (PAA) fee exempt job filing?	Inform the Borough Director so the job can be put in Disapproved status. Once the job is Disapproved, the applicant should upload a signed and sealed PW1 via eSubmit indicating "OK TO APPROVE doc#" on the front and section 24 of the PW1.	Queens	9/29/2021
Occupancy	Is it possible to add the option of uploading additional documents to the CO applications? The only upload option at this time is the Checklist and some examiners ask for AI1's.	All documents should be uploaded in eSubmit. Plan examiners should not be asking for additional documents but if they are required, upload with the checklist as one document.	Queens	9/29/2021
Occupancy	Why is Certificate of Occupancy Worksheet required when you request a C of O in DOB NOW: Build - the form says "Complete this worksheet ONLY for Core & Shell or TCO - Initial or TCO renewal with Change"-	The document appears on all request types but the system does not require the document to be submitted.	Queens	9/29/2021
Occupancy	When a BIS application is ready for final C of O, and RA is no longer accessible, can DOB staff assist in transferring Schedule A into DOB NOW C of O platform?	Anyone can enter the Schedule of Occupancy request in DOB NOW; it does not need to be the RA of the original application.	Queens	9/29/2021
Plan Examination	How do I waive the Final Survey document?	Currently the document is not waivable in DOB NOW but we are working to change that. If it is a BIS job, submit a PER 11 form to request a waiver.	Queens	9/29/2021
Plan Examination	What is the procedure to pay a re-examination fee?	Submit a PER 11 form to request the amount that needs to be paid. The fee is 50% of the filing fee. Then pay the fee in person at a borough office.	Queens	9/29/2021
Plan Examination	We submitted a Final Survey and got an objection that we need to submit an AI1. Is there something specific we need to provide?	The request needs to be submitted by an architectural engineer to indicate if what is built is different from construction. If it is different than an amendment is needed. If it is not different than it will be accepted. Final surveys undergo intensive review.	Queens	9/29/2021

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Occupancy	Backlog for both Certificates and Schedules of Occupancy. Some go through quickly but some take 18+ calendar days	We are regularly publishing a Service Notice with current service levels: https://www1.nyc.gov/assets/buildings/pdf/occupancy_submissions_update14_sn.pdf . We are working to get more help in the project advocate area. We have a special team and train examiners working on it.	Staten Island	10/1/2021
Code	Gas BBQ lines - once in a while an inspector will fail us if we don't have a specific requirement. If something passes with no comment and its wrong, you have to just resolve it. This is not just a Staten Island issue, it is an issue in any borough with a backyard and even dense city area.	We will make sure that staff follow the protocol. We are considering publishing more specific guidelines about BBQ installations.	Staten Island	10/1/2021
Plan Examination	DOB Process/Policy to obtain correct approved plans when DOB sends the applicant the wrong plans. (i.e. from a different applicant)	Submit a request to the help form: www.nyc.gov/dobhelp . Customer service will follow up with the plan examiner or QA Admin to get the plans corrected.	Staten Island	10/1/2021
Plan Examination	Adding the file name for "Other Documents" in the Additional Supporting Documents section in DOB NOW: Build. Also add these documents as required for New Building filings: Site Survey: Initial BPP Filing BSA/CPC Approval DEC Permit	We are working on a system enhancement to allow better naming of documents in the Additional Supporting Documents section. We are also considering adding Site Survey: Initial and BPP Filing as required documents for New Buildings in DOB NOW. In DOB NOW, there is a question on the PW1 to provide the BSA or CPC Calendar Numbers, no document is required but can be uploaded in the Additional Supporting Documents if necessary. A DEC Permit is also optional and can be uploaded as an Additional Supporting Document.	Staten Island	10/1/2021
Plan Examination	Applicants receive error messages when filing through the HUB full service and self service which prevent the application from being created. The error messages contain requests for submission of items required for approval or even permit.	Jobs are not being filed like this any more. When jobs could be filed in eFiling, these items were required for all filings.	Staten Island	10/1/2021
Plan Examination	Is there a way to submit documents prior to approval rather than having to submit all documents on a filing on first submission.	There is a difference between required for filing and required prior to approval; we are looking into adding this enhancement.	Staten Island	10/1/2021
Zoning	We request that the BIS Unit issue new TBINS for all proposed new buildings, versus forcing an applicant to file a future new building under: An existing BIN for an existing building; An existing BIN for an existing building with a tax lot number that is contrary to the tentative lot number issued by DOF; or an existing BIN for an existing building with an address that is contrary to the tentative address issued by the respective Borough President's Topo Department. (Stanley Krebushevski AIA)	The current process remains in BIS until the property profile/BIN process is upgraded to a new system. We understand the concerns and will provide a better solution at a later time.	Staten Island	10/1/2021
Permits	Waiver of non-required, auto-populated items on the BSCAN List of required Items, specifically PROJECT SPECIFIC GL INSURANCE for detached garages accessory to one and two family residences:	Plan examiners have been instructed to waive the requirement. Borough staff will accept a print out of the Project Specific General Liability Insurance Tool page that indicates PGL insurance is not required for professionally certified applications.	Staten Island	10/1/2021

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Plan Examination	Submission of PAA plans - if you have a PAA 10 drawings and 5 are being amended, how do you submit the plans?	Currently the whole plan set needs to be submitted again. The new plans designated as .01 and the approved/unchanged plans submitted as .00 with the stamp. An enhancement is being implemented soon to allow for only the amended plans to be submitted.	Staten Island	10/1/2021
Violations	Filing procedure to legalize work without a permit for 3/4 bathroom and partitions in a cellar where a violation has not been issued	Legalizing a ¾ bathroom in the cellar of a one or two-family dwelling will require the applicant to pay a legalization fee. All other requirements for the bathroom in cellar apply including bb-2011-001. Legalization fee is calculated according to 1 RCNY 102-04. The plumbing sign-off for this type of work may get complicated. Since there cannot be a roughing inspection (the work is already completed), the PL inspectors may require a camera inspection. Camera inspection requests must go through the BC office.	Staten Island	10/1/2021
Plan Examination	Is an applicant of record required for reinstatements and withdrawals?	Change of ownership in BIS is by post approval amendment, requires the applicant of record. Every reinstatement requires the applicant. You need the owner and applicant for reinstatement and withdrawals. If the job has no permit then we need the applicant involved.	Staten Island	10/1/2021
Violations	Why can't a letter of completion be processed if outstanding civil penalties are on a property? Bronx is the only borough that does this, please explain why.	In general, civil penalties are not considered for LOC, but needed for TCO and FCO.	Bronx	10/6/2021
Violations	What is the process to submit an L2 for BIS jobs (Initial permit & renewal)	If there is an L2, the PW2 first needs to be dropped off at the borough office. Once the permit is in Process in BIS, an L2 request can be submitted in DOB NOW: BIS Options. After the L2 is approved, drop off a PW2 again at the borough office so the permit can be processed. This process is for both initial permits and permit renewals. Permit renewals with an L2 are considered a permit renewal with change and must be dropped off at a borough office. To find out a civil penalty amount for a BIS job, submit a PER11 form to request a fee adjustment. L2 requests for codes LEG, SAPW, SWBC and SWOE cannot be submitted in DOB NOW.	Bronx	10/6/2021
DOB NOW	BIS has more search capabilities, 29 different search capabilities. The application search was very helpful. Is DOB going to incorporate these search capabilities?	We understand that DOB NOW does not currently have many of these search capabilities. Enhancements are being made continuously, and we appreciate the feedback as we work to provide this functionality.	Bronx	10/6/2021
Plan Examination	Legalization without violation - bathroom legalization in 1 bedroom homes where the plumbing aspect hasn't received a violation. In BIS we can do as an Alt. How do we file GC, is it still through BIS? Or do we do DOB NOW GC? We don't need mechanical, just GC and plumbing. Both fall under legalization. Person is selling the home, they bought the home, meets all requirement for 3/4 bathroom, we are trying to legalize it, work is already done, have not received violation.	File an alteration GC in DOB NOW as a legalization and then file the plumbing as a subsequent filing. More follow up will be provided after an internal discussion about this issue.	Bronx	10/6/2021

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Plan Examination	Plumbing application that includes sprinkler with less than 30 heads, we don't have option to add sprinkler, special inspection item.	A system update is being made to add the Sprinkler Systems Technical Report as optional for Plumbing filings.	Bronx	10/6/2021
Plan Examination	Are there planned system updates to allow multiple concrete producers on one filing?	We are considering this as a future system enhancement.	Brooklyn	10/13/2021
Site safety	Concrete Safety Manager is coming up as a requirement if we click that the building has more than 2,000 cubic yards of concrete. We are looking for clarification on this as Concrete Safety Manager is in BC 3310.9.1. And the entire chapter 3310 is for Major Buildings only as defined in section 3302. There are buildings that are not a Major Building but has more than 2,000. Should CSM be required?	The question on the PW2 is being changed to say "Does your approved work include 2,000 cubic yards or more of concrete at a major building?"	Brooklyn	10/13/2021
Plan Examination	Can we change a job from Non-D14 to D14 status after approval?	In DOB NOW, a PAA can be submitted to change the selection of who will perform the final inspection (DOB or RDP). For BIS jobs, if the application was filed after the effective date of Buildings Bulletin 2018-008, and for a work type now required to be final inspected by the applicant, the Department will no longer perform the final inspection. The applicant must re-file the job.	Brooklyn	10/13/2021
Site safety	Does Local Law 196 of 2017 require every non-licensed staff member (project managers/interior designers) who attends construction site visits (where there is a superintendent requirement) to have 40 hours of OHSA training or else the firm will be fined ?	Project managers and consultants do not need to have safety training. Local Law 196 training requirements are for construction workers at a site that is required to designate a Construction Superintendent, Site Safety Coordinator or Site Safety Manager. See the Site Safety Training FAQs for more information: https://www1.nyc.gov/site/buildings/safety/sst-frequently-asked-questions.page	Brooklyn	10/13/2021
Violations	Please provide more information on the local law regarding Property Owners with ECB Fines	New Homeowner Relief Program: https://www1.nyc.gov/assets/buildings/pdf/homeowner_relief_program_sn.pdf	Brooklyn	10/13/2021
Plan Examination	We are replacing an existing fire escape balcony on a multiple dwelling. We know we need to prepare a TPP for this work, what is the protocol? Any codes that we need to look into it? Would it be better if we repair it?	There is no protocol, unusual work being proposed. Chapter 10, of building code. Removing this fire escape you obviously discontinue egress so you need to come up with a proposal unless you're vacating the people for this fire escape. Stairs, towers and fireguards. CCD1 request hopefully if it is approved. Good start would be to submit CCD1.	Brooklyn	10/13/2021
Plan Examination	Who is the current chief in the borough?	Sophia Hairston is the new Chief Plan Examiner in Brooklyn.	Brooklyn	10/13/2021

Category	Question	Answer	Borough	Meeting Date
Zoning	<p>Do the NYC Zoning Resolution, Building Code, and DOB have jurisdiction over foreign consulates, missions, embassies in NYC?</p> <p>The 24 story Manhattan apartment building (R10) I live in shares a zoning lot with an existing five story Community Facility building. In 1972 when the apartment building was developed, the owner of the CF building sold its air rights to the developer, who used every square inch. The terms were specified in a recorded Zoning Lot Development Agreement (ZLDA), which clearly limited any development of the CF building to the existing building envelope. The project was also subject of a BS&A variance in connection with a non-complying bonused "Arcade." The building is currently in process of being sold by its owner to an unspecified party. Based on its midtown location, there is a decent chance that the buyer could be a foreign government. Any expansion of the envelope of the CF or building envelope would negatively impact the apartment building (and violate the ZLDA).</p> <p>Hence the question, can a foreign government side-step the NYC zoning use or bulk regs, DOB filing process, or the ZLDA. Would ther be any reasonable basis on which to go back to the BS&A, and/or go back to the BS&A on any reasonable basis?</p>	Refer to Departmental Technical Policy and Procedure Notice No. 5 of 1994 (https://www1.nyc.gov/assets/buildings/ppn/tppn594.pdf). TPPN 5/94 states in part: The use, alteration and the construction of real property by foreign governments is subject to compliance with the applicable zoning and building laws of the City of New York. Prior to approval by the Department of Buildings, these applications (such as for a U.N. Mission, a consulate general or official residences for diplomatic personnel) must include a "Letter of No Objection" from the Office of Foreign Missions of the United States Department of State. The remainder of the question is hypothetical, so this Department would need specifics in a filed application for further analysis.	Manhattan	10/20/2021
Occupancy	How do you apply for a TCO for a residential floor "less hoist line apartment" in DOB NOW? In BIS, when you prepared the PW7, you would write (for example) "10th Floor Entire Less Hoist Line Apartment." What is the new procedure for this in DOB NOW?	From the DOB NOW FAQs: If a hoist exclusion is indicated on a TCO in BIS, the Schedule A from BIS (not the TCO) should be used to create the Schedule of Occupancy in DOB NOW so that the full number of apartments on the floor are listed. The applicant should not add floor level restrictions/exceptions on the JSO for existing or proposed fields. Information about exclusions that are not on the BSO can be included in the comments field of the CO request. When the CO request is submitted, the project advocate will review the last issued TCO and apply any exclusions	Manhattan	10/20/2021
Zoning	Appendix D, building restrictions in fire district D102.2.5 R-1 and R-2 occupancies. No building or space classified in occupancy group R-1 or R-2 may be located on a lot containing a building classified in construction type IIB, VA or VB.	Zoning lot is tax lot in code; tax lots need to be maintained separately.	Manhattan	10/20/2021
Code	BC-1206.2.1 Rear yard access for multiple dwellings. For multiple dwellings, there shall be direct access from the street to every rear yard through a noncombustible 2-hour fire-resistance-rated passage either in a direct line or through a court, except that the passage may be	Per Building Code and Zoning Resolution definitions, a rear yard is a type of yard, and such definitions indicate the level of yard is from grade. Reference of BC 1206.2.1 to multiple dwellings indicate reference to MDL. MDL definition of rear yard does not indicate restriction as to lower level of yard, only that it is between the rear lot line and the rear wall of the dwelling. A multiple dwelling by definition may not be an	Manhattan	10/20/2021

Category	Question	Answer	Borough	Meeting Date
Violations	<p>We filed a facade repair application due to a ECB violation. Part of the work is directly on top of the adjacent property's roof. The adj. neighbor refused provide access unless we agree to remove and rebuild their wall which is not part of the party wall (the wall is completely within their property). We have spoke to Facade and Const. Div. regarding this issue, but both Div. only told us to we have to provide other means and methods to perform the repair work. Now that the building is due for Cycle 9 filing, we are still unable to complete the work. Is there any suggestion for the DOB? Any code to force the neighbor to grant access?</p>	<p>Per BC 3309.10 (Protection of roofs), work must be done properly. Code also says if neighbor's property access is required, they can work an agreement. Code says also you can go to judge to order access. Court in NYC that grants those hearings, with experience in building access agreements. DOB not involved in agreements. Failing to do necessary maintenance is violation, and we are obligated to file violation notices. If can't work out with neighbor need to go through civil court system.</p>	Manhattan	10/20/2021
Plan Examination	<p>Periodically I review applications on buildings managed and come across one where engineer signed work on building, but also signed in as owner of building. Not sure if engineer was authorized to sign for the mechanical work. I, as owner, usually handle the owner portion of filing. Person working with tenants was unaware. Possible that tenant hired someone else who declared themselves as owner.</p>	<p>DOB takes applications, and party that signs as owner, we accept as owner. Per admin code, if owner gives us information after proving they are owner, and provides evidence did not authorize, we will pursue. If owner of building did not authorize and not ok with it, can notify borough commissioner's office and we will take action. Can be letter notarized showing establishment of ownership.</p>	Manhattan	10/20/2021

Category	Question	Answer	Borough	Meeting Date
Occupancy	For the Certificate of Occupancy process, jobs that are phased - e.g. NB where TCO just part of building. For example, sprinkler standpipe application, floors inspected are required for TCO. We would submit partial TR1 for sprinkler etc. but are unable to do this in DOB NOW, where inspector scope of work is for partial, but only have application for all floors. How do we do partial TR1s?	An engineering report is needed that indicates floors are ok for occupancy. There are no partial TR1s in DOB NOW. More guidance will be posted on this.	Manhattan	10/20/2021
Plan Examination	Do all FDNY fire alarm applications that were approved in BIS need to be superseded by a new application?	If a new application is filed at FDNY with a new applicant, the old application needs to be withdrawn in BIS. If the fire alarm application was not permitted it can be withdrawn without FDNY and DOB Borough Commissioner approval. If the firm alarm application was permitted, a FA withdrawal request must be submitted to FDNY. If approved, FDNY will issue a Letter of Recommendation. Submit a PER11 to the Borough	Manhattan	10/20/2021
Violations	Civil penalty for work without permit requested to be paid under multiple applications - clarification requested.	The work without permit penalty is paid once on the work type that the violation was for. If the violation was for various work types, then the civil penalty is broken down and charged on that specific work type's filing fee. The legalization fee should be paid on the initial filing only. Include in the comments of any subsequent filings that the legalization fee was paid on the initial filing. If the scope includes work that was done without penalty, submit an L2 request using code	Manhattan	10/20/2021
Occupancy	In the Certificate of Occupancy process, when should an appointment with the Project Advocate be made?	If an application for CO requires review of open applications or unresolved violations, form PER20 may be submitted for appointment with a project advocate. Otherwise, please resolve objections in the objection/response portal in the DOB NOW application.	Manhattan	10/21/2021
Plan Examination	New superseding applicant requirement. Is this a new procedure? Would like to discuss.	There is no change in the procedures. The DOB NOW training page at www.nyc.gov/dobnowtraining has FAQs and a training presentation for the procedure in DOB NOW. For BIS jobs, only when the previous applicant has withdrawn and job is on HOLD - reach out to the Borough Commissioner's Office to lift the HOLD to file a PAA to supersede applicant. If the job has an audit related to it, instructions can be given on case by case basis.	Manhattan	10/21/2021

Category	Question	Answer	Borough	Meeting Date
Occupancy	If we are filing change of use for one floor within a building, do we only need to close out or withdraw all open applications associated with the particular floor that we are working on, or we have to clear out all open applications within the building?	For a temporary certificate of occupancy, only applications associated with the particular floor that is being worked on need to be closed out or withdrawn. For the final certificate of occupancy, all open applications have to be resolved with exceptions as per the Buildings Bulletin 2018-009. For final CO, if the egress, safety requirement do not share with that one space, the reviewer can allow you to do it depending on circumstance.	Queens	10/27/2021
Site safety	What is the requirement for earthwork notifications in DOB NOW? Before the procedure was to call 811 number and hold on to the number in case inspector came by and we can show the 811 number/call as proof we are following procedure. If you don't make the notification but you still call the 811 number, are you safe in the process and following procedure? Does the Foundation worktype include Earthwork?	Calling 811 only notifies the state. DOB notification is separate. Prior to the notification being in DOB NOW, the notification was submitted to DOB by calling customer service. Now the notification is submitted in DOB NOW and still requires that an 811 confirmation number be provided. Currently you can only submit an earthwork notification if the job has an EA work type. We are looking into whether FO jobs should also submit an earthwork notification.	Queens	10/27/2021
Violations	Civil penalty payment and max fee payment question: plan examiner requested us to pay additional fee for electrical work for violation, is electrical fee excluded from the maximum payment?	Yes, electrical is excluded from the maximum fee payment, it has its own multiplier.	Queens	10/27/2021
Plan Examination	As I fill out the application, it shows a few requirements in the application that are not needed, in our case like wetland, etc. It's going to auto populate these requirements that don't belong there. Is there a way to fix this or get around it so it doesn't autopopulate cause I know it's not required? We just want to waive these requirements earlier and not later in the process.	Most of these documents are waivable in the system. Right now documents have to be waived prior to approval, prior to permit, etc. We understand this is inconvenient and are working on a fix to make it so that waiver requests can be submitted from the beginning of an application.	Queens	10/27/2021
Plan Examination	What is the procedure for an energy filing on an NB filing where the work types are separate. By doing that for energy code purposes, will 1 NB examiner and ECC Plan Examiner take a look at the application or is there a possibility multiple PEs will be assigned to subsequent filings.	One examiner will get subsequent filings along with initial, so the intention is 1 sustainability examiner will do it. That's the end goal we are trying to achieve. This is brand new, the intention is that it will go to one plan examiner and it will be automated as much as possible.	Queens	10/27/2021
Inspections	Active work permits should not be required to get a construction inspection since work is completed	A system change is underway to allow an inspection to be requested on an expired permit. We will announce a specific date soon for when this change will be live in DOB NOW: Inspections.	Staten Island	10/29/2021
Application Processing	Confirm that BPPs do not expire.	BPP will not expire if there is an associated NB or A1 job that is related to the BPP and the NB or A1 is active.	Staten Island	10/29/2021
Plan Examination	Curb Cut application numbers and approvals are being asked for by the plan examiners on BPPs.	Plan examiners will be reminded not to ask for curb cut numbers on BPP applications.	Staten Island	10/29/2021
Plan Examination	New Street Tree plantings are not required to be shown on the BPP.	Agreed, Street trees should not be shown on the BPP. However: 1. The BPP must show street tree pits, with dimensions. 2. Street tree pits must match the architectural site plan (where trees are shown). 3. The applicant must be aware the BPP cannot be signed-off until Parks inspects and signs-off the actual tree planting.	Staten Island	10/29/2021

Category	Question	Answer	Borough	Meeting Date
Plan Examination	How to handle inspections that are not listed on Technical Requirements, we have been entering under comments but it does not appear as required item. a.SOIL PERCOLATION TEST - PRIVATE ON-SITE STORM WATER DRAINAGE DISPOSAL SYSTEMS, AND DETENTION FACILTIES	These inspections are only for plumbing applications	Staten Island	10/29/2021
Plan Examination	How to handle open use applications in DOB NOW? Trying to obtain Cof O for open use, application will not allow me to enter 0 for bldg. height and other characteristics	Changes were made on November to the building characteristics fields to better accommodate open space applications. See the FAQs for the specifics.	Staten Island	10/29/2021
Plan Examination	Why does final inspection auto-populate on an application. For example when you create a NB application, it auto-populates "Final" under Progress Inspection Categories. Will Engineer be	Buildings Bulletin 2018-008 indicates the work types that require the final inspection to be performed by a registered design professional. See this Service Notice:	Staten Island	10/29/2021
Plan Examination	DOB being transparent with Service Notice 9/27/21--- benefits construction industry; however, easy access to documents/plans on CCD1, can be materials for possible acts of life safety threats to building occupants? https://www1.nyc.gov/assets/buildings/pdf/ccd1_zrd1_in_port	The information has always been available as part of the job record in BIS. This portal just provides a new way to search for it.	Staten Island	10/29/2021
Plan Examination	How are subsequent filings assigned to a plan examiner? I have a case where a plumbing application was assigned to a different plan examiner than the NB application. How can this be coordinated and which should come first GC or plumbing?	The system is set up so that a subsequent application doesn't go to the same examiner, but it goes to the same team. On our end we can make sure they go to the same examiner. We made that improvement to speed up services.	Staten Island	10/29/2021
Energy	I have a vacant building with zero energy use. Why do I need to submit a Energy Use Report.	Vacant buildings still have to benchmark, unless they have an alteration permit or a demo permit because it is important that they are included in the overall energy usage for the city. For LL87/09 Energy Audits and Retro-commissioning, the	Bronx	11/3/2021
Plan Examination	Fast food restaurant, want to replace fire system, direct replacement, different brand, does it need to be filed or not required?	If it's a different brand you need to file. even if it's updated with same brand you still need to file because how would we know that.	Bronx	11/3/2021
Plan Examination	Will Soil report be changed to make it waivable? A defer option actually, not waive, for the soil report, same as LPC and DEP. I want an option to submit without them and then do them later	Soil report is right now not waivable or deferable. We are going to look into this, discuss internally and get back to you. An option is to make it 'Prior to LOC/CofO'. Reason being they	Bronx	11/3/2021
Plan Examination	On the documents for DOB NOW, in the additional docs section, if I had other additional documents, it is uploaded as additional number 1, # 2, #3 for the document names but no one knows what the document is. There is no heading for the documents I'm uploading, need the functionality added.	We are looking into this system enhancement.	Bronx	11/3/2021

Category	Question	Answer	Borough	Meeting Date
DOB NOW	How do you access a submitted concrete report for TR2 sign-off? We were asked by builders to sign off TR2. Tester submitted his report. When we try to open report to review it, we can't see it. We are the applicant on record.	System issue was fixed 11/19.	Brooklyn	11/10/2021
Plan Examination	Why are TR4 documents not part of an SOE application?	The SOE work type is not the trigger for TR4 specifically. When the Subsurface Investigations (Borings/Test Pits) Technical Report is added, then the TR4 is required.	Brooklyn	11/10/2021
Plan Examination	Is there a way to amend a standard plan review application without having to submit it as a subsequent filing? i.e. we are filing to amend a plumbing filing to note common meter from	If it is a legalization job, a PAA cannot be submitted and a subsequent filing is required. A PAA can also not be created if the job is signed off.	Brooklyn	11/10/2021
DOB NOW	For Post Approval Amendment with form change only, why do plans need to be submitted.	Plans are not required for a PAA in DOB NOW.	Brooklyn	11/10/2021
DOB NOW	If installing same model boiler under a new boiler filing, why do we need to re-enter same information for each boiler?	The make/model may be the same, but the serial number would vary for each boiler installed.	Brooklyn	11/10/2021
Inspections	When there is an initial and subsequent filing, is there a way to make this more fluid as the plumbing sign off on the	All signoffs are triggered by requesting the inspection in DOB NOW: Inspections. The current service level is 3 days or less.	Brooklyn	11/10/2021
Plan Examination	When a reinstatement of a BIS NB application DOC 01 is approved, I presume the acceptance included the DOC 02 (Structural), DOC 03 (Plumbing), DOC 04 (Mechanical), etc. Can you please confirm that same acceptance would apply to the	Subsequent applications will be approved for reinstatement as well. Reinstatements are processed within 3-5 business days	Brooklyn	11/10/2021
DOB NOW	On typical DOB NOW filings, is it possible to give additional space on the scope of work and PW-3 sections? We have had a few experiences where the examiners want us to provide detailed scope of work and cost breakdown.	We are looking into this suggestion.	Manhattan	11/12/2021
Plan Examination	Could you pls provide any details on the rollout of the Major Projects initiative (Feb 2022?)	https://www1.nyc.gov/site/buildings/dob/pr-program-promote-safe-cons-and-economic-growth.page and read the rule hyperlinked in the release.	Manhattan	11/12/2021
DOB NOW	DOB NOW: reevaluate the EUP data. efficiency should be for an actual unit - not ventilation/ ducts & piping. all fields are required to be entered when it does not apply. forced to type	A system update will be made so that for the Ventilation Systems and Associated Ducts & Piping, the Equipment Efficiency and Efficiency Units will not be required.	Manhattan	11/12/2021
Inspections	Sometimes we have to upload documents in DOB NOW: Inspections and the only Internet Explorer supports this. Silverlight does not work anymore.	Google Chrome has an extension that helps to address this. https://www1.nyc.gov/assets/buildings/pdf/dobnow_insp_google_chrome_extension_guide.pdf	Manhattan	11/12/2021
Occupancy	Currently you can only request one TCO at a time. When will be able to do multiple requests for buildings that have multiple Alt1s?	We are working on this system enhancement for the first quarter of 2022.	Manhattan	11/12/2021
Plan Examination	How do I file a job for change in Egress? We tried to file it as Directive 2 but it is no longer in effect.	Changes in egress are filed as an Alteration-CO or Alteration as defined in the 2008 code: §28-118.3.3 Changes to exits. No building hereafter altered so	Manhattan	11/12/2021

Category	Question	Answer	Borough	Meeting Date
DOB NOW	How do I print out application info for DOB NOW: Build jobs? This option (similar to DOB BIS) will help owners understand the ever changing status of job applications.	A PDF can be printed of the job application in DOB NOW. Log into DOB NOW, open the filing and select View Filing.	Queens	11/17/2021
Occupancy	After a construction inspection has been conducted and passed, I am not able to get a Pass/Final construction sign off because I and many others in this profession have a typical objection to	The requirement for certificate of occupancies are minimum and necessary. All staff are diligently reviewing each request and are trying to respond to the customer in a timely manner.	Queens	11/17/2021
DOB NOW	How do I indicate that there are no new plans to be filed for a PAA in DOB NOW.	When the PAA is created, the plans will show with status Approved in the Documents section, the status from the initial filing. It is up to the applicant as to whether you want to upload new plans or not. There is no other system prompt that is required. The system will allow the PAA to be submitted if new plans are not provided.	Queens	11/17/2021
Plan Examination	Can TPP1 be submitted by contractors?	A registered design professional (Registered Architect or Professional Engineer) submits a TPP. The RA/PE does not need to be a stakeholder on the filing (PW1).	Staten Island	11/19/2021
Plan Examination	When filing a new building (one or two family dwelling) under DOB NOW, there appears to be two additional \$130 fees added to the filing fee (\$260 total) when an EA and FO work type is	The filing is a combined filing that includes EA and FO; as per the Fee table in 28-112.2, DOB NOW is charging an additional \$130 for EA and \$130 for FO. If the filing is a combined filing	Staten Island	11/19/2021
Plan Examination	When a plan examiner cancels a meeting, are they held to the same required 24 hour notice that applicants are? industry is feeling the pain from PE cancelations.	Plan examiners are advised to give as much notice as they can when they are going to be out of the office but emergencies and other last minute cancellations do happen.	Staten Island	11/19/2021

Category	Question	Answer	Borough	Meeting Date
Plan Examination	Can the examiner provide a reason when they request an appointment so we know what to provide? It would be helpful to know why we need an appointment	We have a guideline for our examiners. First review is without anyone in attendance. On resubmission, there's a response without a appointment. If at that point the they need to	Staten Island	11/19/2021
Plan Examination	What are the plan submission requirements for enlargements?	See the Plan Examination Guidelines: https://www1.nyc.gov/assets/buildings/pdf/plan_exam_user_guide.pdf	Staten Island	11/19/2021
Plan Examination	Recently it seems like the procedure for corner lots has become problematic. Is it possible to change it? It is becoming an issue to survey property we don't own.	It is based on the DOT rule. See the Buildings Pavement Plan requirements for specifics: https://www1.nyc.gov/site/buildings/industry/project-	Staten Island	11/19/2021
Occupancy	If a building from the 1980's did not receive a final C of O, and research shows little documentation, are years of records in the Department of Finance good enough to generate an LNO to install a new code compliant fire alarm for fire/life safety?	No LNO/LOV may be issued if there is an open Alt1 or NB application. If the building has no open Alt1 or NB, Department of Finance alone may not be sufficient to issue an LNO. If the LNO is for a Fire Suppression FDNY approval	Brooklyn	12/8/2021
Plan Examination	I am doing substantial renovation work on 5 connecting buildings. I don't want to seperate the fence by property. How can I file this with notation to make it homogenous. There are 5 different BINs.	Five applications are required for the work. DOB will arrange to have them reviewed by one examiner.	Brooklyn	12/8/2021
Occupancy	An existing commercial one story building has no CO. It's commerical because it's in a commercial district and used as such. If we add a kitchen do we need to obtain a CO?	At minimum a CO is needed. You cannot put a kitchen in a commercial space. First establish use group by requesting a letter of no objection to make sure it can be occupied as eating and drinking as group 6. A no work application might	Brooklyn	12/8/2021
DOB NOW	Is it possible to change DOB NOW so that a subsequent can be created when the initial is in pre-filing status?	Currently a subsequent filing can be created once the initial filing is submitted. It is an improvement to having to wait until the initial filing is approved. Some of the details on the subsequent filing are populated from the initial filing and if it is in pre-filing that means the details could change before it is submitted. This a challenge logically but we will look into this possible enhancement.	Brooklyn	12/8/2021
Energy	Please confirm if MS and PL ECC objections are issued, will that preclude my GC/FO/ST application from being approved?	GC can be approved without MS/PL being submitted. However, all of the Energy information must be provided in the DOB NOW PW1 with the Initial filing - this information is required and may be amended with any subsequent filing. If the GC plans require a change due to information that has been changed from the initial assumption of the mechanical system questions, a PAA correcting the GC will be required	Brooklyn	12/8/2021
Energy	When submitting a GC/FO/ST application and filling out the energy submission I am asked to enter HVAC information under Scope of Work HVAC-R and information related to heating, cooling and ventilation. My GC/FO/ST work type filing does not include ECC compliance for heating, cooling and ventilation. These requirements will be provided under subsequent mechanical and plumbing filings by other RDPs.	In the new DOB NOW system, we wanted to create a pathway forward for GC approval that was not solely contingent upon the submission and approval of additional work types (i.e. MS, BE, PL), however, certain mechanical information is needed prior to the Energy Approval of the GC application. Energy Compliance cannot be approved for GC until certain information about the mechanical systems is known, so the compromise we've made is that the building's mechanical	Brooklyn	12/8/2021

Category	Question	Answer	Borough	Meeting Date
Occupancy	When is it planned to start allowing multiple TCO/ICO requests within one building?	We are actively look into this system enhancement.	Manhattan	12/10/2021
Occupancy	If Interim CO's don't close out Alt 1's, how long will Alt 1's be allowed to be idle before a new Construction inspection is	1) Development reinspection is unnecessary for the floors which are issued Interim CO, and the term "idle" for Alt1	Manhattan	12/10/2021
Occupancy	Is it possible to have a single TUP cover two separate retail spaces?	In general, a Temporary Use Letter for one proposed temporary use may be requested (per AC 28-111), and if such proposed temporary use is intended to occupy multiple contiguous spaces on the same property, it may be appropriate to review as a single TUL request.	Manhattan	12/10/2021
Plan Examination	Do "No Work" Alt-1s require BC approval if there is no associated General Construction filing?	No Work Alt1s do not require BC approval.	Manhattan	12/10/2021
Plan Examination	Some Design Applicants are still putting TPP 28-104.8.4 on the design drawings. Since they invariably are not the same as the	service notice issued May 2020; reflected intent of local law (106 of 2019)	Manhattan	12/10/2021
Site safety	Site Safety plan cannot be submitted until the foundation (FO) application is approved. In the past, even partial could be approved. Delays being able to start job even longer as SSP takes time to get approved.	A system enhancement is being considered so both plans can be submitted at the same time.	Manhattan	12/10/2021

Category	Question	Answer	Borough	Meeting Date
Inspections	Can the construction inspection be waived for a no work Alt 1 that was filed to correct the comment section of Schedule A.	A construction inspection is required.	Manhattan	12/10/2021
Plan Examination	When uploading documents in DOB NOW, we are provided Other 1 - 10 Document - Prior to Approval. What does the applicant	This system enhancement is being worked and will be made soon. More than one document should be included in the pdf	Queens	12/15/2021
DOB NOW	When creating a new application (or subsequent or PAA) immediately after saving application if you click to close application you receive an error message that if you do not save you will lose your changes, however when no additional changes are made and you click "Save" again, the system will	This has been passed on to our development team but I have not been able to recreate the problem.	Staten Island	12/17/2021
DOB NOW	By selecting "partial demo" as part of a filing, there is no option for the applicant to upload a separate set of DMO drawings as an additional document.	When partial demo is included in the scope of work, and it triggers the need for drawings to be filed, they must be included with the full set of drawings filed by the applicant for the filing under their seal and signature. If there is another professional who is taking responsibility for the partial demo sequence drawings, then that professional should be filing the partial demolition work under a	Staten Island	12/17/2021
Code	Please clarify the use of 2014 code related to the use of 1968 code for Accessibility standards. As per AC 28-101.4.3 exception 5 and BC 1101.3.2.2 I must evaluate the cost of the alteration work for the portion of building being altered. As per BC 1101.3 Special provisions for prior code buildings. The provisions of this chapter shall apply to alterations, including minor alterations but excluding ordinary repairs, and changes of use or occupancy to prior code buildings in accordance with	When evaluating the cost of alterations the calculation must include the full scope of the alterations including general construction, plumbing, mechanicals and any other work cited on the plans. The final cost of that work should be in accordance with construction costs generally and not based on the actual contract costs. The use of construction cost standards such as RS Means is a suitable for this calculation. The resulting total cost of the project should be balanced	Bronx	1/5/2022
Plan Examination	In a two-family frame building built in 1891 in an R6B district, there is a room in an attic with a sloped roof. A small corner of the room has a ceiling height of 7'-2" but over 90% of the room's area has a ceiling height of less than 7 ft. Assuming the ceiling height cannot be altered, can this room be made into a "habitable room"?	No. It can't be converted to a habitable room as ceiling height less than 7 feet. Please see below 1938 BC section below. SC26-261.0(b). Minimum Dimensions of Rooms-Living rooms shall have a minimum clear width of six feet in any part, a minimum clear floor area of sixty square feet, and a minimum clear ceiling height of eight feet for the minimum area; except that in any alteration to a building, which building was completed before January 1, 1948, the minimum clear ceiling height of seven feet for a minimum area shall be permitted provided, however, that the alteration shall have been completed prior to July 1, 1965.	Brooklyn	1/12/2022

Category	Question	Answer	Borough	Meeting Date
Plan Examination	We are working on a renovation of an existing 3-storey, two-family townhome in Brooklyn dating from 1901. We are not changing the use or occupancy, we are not changing the egress, and we are not enlarging the building. We intend to file the project for review under NYC 1968 building code. Under these circumstances, we would like to know if we are exempt from the requirement in the New York Administrative Code section 28-101.4.3 exception #2 that states buildings filing for review under 1968 code must follow Chapter 9 from NYC 2014 building code when it comes to fire protection systems.	If the value of alteration exceeds 60% of the value of the building, entire building shall be made to comply with BC1968 per 27-115 (administrative section of BC1968). If value of alteration is less than 30% of the value of the building, they may apply 1938 BC per 27-116. Whatever code is applicable or used for the subjected alteration, the Administrative code section AC28-101.4.3 is applicable (for all jobs submitted to DOB on or after BC2014 became effective) for fire prevention (Sprinkler, standpipe, fire alarm), accessibility and for all other issue mentioned on	Brooklyn	1/12/2022
Plan Examination	Does every subsequent filing in DOB NOW go to the same plan examiner?	This is a benefit of doing a subsequent filing. Subsequent filings are assigned to the same ACPE team and every effort is made based on workload to assign the filings to the same examiner.	Brooklyn	1/12/2022
Zoning	There's a lot with a building. Right now it's one zoning lot and one tax lot with a single building. We want to split into 1 zoning lot and two tax lot. We are trying to build a new building on the new tax lot. Can you build two buildings? Can that work on two	There's no relavency as long as the zoning lot remains unchanged. I'm not aware if it is restricted to a single building. I believe you can.	Brooklyn	1/12/2022
Energy	What kind of designation does a building need to have to be considered historic?	The building needs to be on the state or national registry. It cannot be just a city landmark.	Brooklyn	1/12/2022
Occupancy	Can you change the C of O while there are tenants and can we do construction?	Please refer to NYC Administrative Code: §28-118.3.1 Change of occupancy or use. No building, open lot or portion	Manhattan	1/19/2022

Category	Question	Answer	Borough	Meeting Date
Licensing	When will there be a class for filing representatives to renew their DOB IDs?	A renewal course is not currently being offered. Submit the affidavit that states the course will be taken upon availability. https://www1.nyc.gov/site/buildings/industry/class-2-filing-representative-registration-renewal.page	Manhattan	1/19/2022
Plan Examination	We have an approved Alt I for converting the entire building from commercial/residential to a full commercial use. Prior to the job approval, the examiner specifically asked us to add a statement on the drawings that 'NO work can be started until	Amend the application to change the statement on plans, and presumably in PW1 Section 26, and file TPP to reflect the occupied nature of the building before any work commences.	Manhattan	1/19/2022
Zoning	City Planning recently approved zoning changes, while City Planning announced the change on their website, it has not yet reflected on the actual Zoning Resolution. With the new code changes, our client would like to file a PAA based on the new zoning changes. Since there is no set date as to when the new zoning changes will take effect, will DOB still be able to accept it if we file the PAA?	We also noted a period of time between enactment of a zoning change and its amendment of the text. We noted some recent changes appeared 1/18/22. If legislation was enacted and is effective, it will be recorded.	Manhattan	1/19/2022
Violations	This is the second time around that we have a contractor received an ECB violation for not having an "Approved" Tenant Protection Plan" on site. Since DOB does not stamp TPP as approved /accepted, the only evidence that we have is the screenshot from DOB NOW. We expeditors know, DOB will not allow the contractor to pull the work permit until TPP is approved / accepted by the DOB. A lot of the time the	We will need to discuss the ECB violation and its actual citation(s). Please refer to Administrative Code §28-120.1.1 Public availability of tenant protection plan, Administrative Code §28-120.1.2 Provision of copy of tenant protection plan to occupants upon request, and Administrative Code §28-120.1.3 Notice to occupants. The contractor may seek clarification in the portion of the	Manhattan	1/19/2022

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Occupancy	Are guidelines going to be released for interim certificates of occupancy?	Currently there are no guidelines except what is outlined in the law. If a floor can comply with ICO requirements, at this time, we cannot issue full building unless only FCO and ICOs are on it.	Manhattan	1/19/2022
Records	We want to purchase a copy of drawings from DOB in 24x36 format. When the expeditor picks up the drawings from the DOB, it's in 11x17 format. Is it possible that DOB can at least release a digital copy after we paid the required fee?	The customer can obtain a digital copy by providing Record Room staff with a new USB thumb drive.	Queens	1/26/2022
Occupancy	What is the process for obtaining Final CO when there are multiple Alt 1s/CO projects for a BIN? It's also come to our attention in other boroughs that the system cannot issue Final CO for buildings when there are multiple open Alt1s for a	Final CO cannot be issued with multiple Alt1s but an individual floor may get an interim CO status if deemed fully compliance with the AC 28-118.15.1.	Queens	1/26/2022
Plan Examination	Can the Property Ownership Certification be deferred to permit on an NB application when the applicant is a contract vendee with a contract to purchase contingent upon obtaining approvals?	Property Ownership Certification is required prior to approval and cannot be deferred.	Queens	1/26/2022
Fees	If I waived the TR2 and TR3 on my job, why is it still requiring a \$390 Concrete fee.	The fee populates when the work type is Concrete. We are looking at this policy internally and will provide more details if this changes.	Queens	1/26/2022
Energy	I received an overpayment email about a \$220 fee I paid on an initial job filing for energy review. Why did I get this email?	An additional \$220 fee was being charged on initial job filings created after the energy review process launch in DOB NOW on 11/8/21. This fee was in addition to an energy review fee	Queens	1/26/2022
Plan Examination	Two fields on SOE and Foundation Scope of Work do not allow for negative numbers: maximum depth of the proposed excavation and design ground water table elevation. I was told by engineers that it needs to allow for a negative value.	This has been requested as a system update and will be done.	Queens	1/26/2022
DOB NOW	In the Zoning Lot Details section in DOB NOW, when I enter Zoning Exhibit numbers in fields 1 or 3, it also asks for an entry in Zoning Exhibit 2 and it will not allow me to continue.	N/A can be entered as a value in the Zoning Exhibit fields to accommodate for this.	Queens	1/26/2022

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DOB NOW	For certain work types, the DOB NOW system auto populates that the final inspection will be completed by an RDP and the application is forever marked as "final inspection" even for NB's	A DOB NOW system enhancement is pending to rename the Final inspection report to include the specific work type. The record of the construction sign off remains in DOB NOW:	Staten Island	1/28/2022
DOB NOW	I am continuing to receive notices of incomplete for projects not submitting TOPO verified PD1's. This is a Staten Island specific item. The DOB NOW system marks the House number verification as a sign-off item, is this accurate?	A Plot Diagram with TOPO stamp is required prior to approval for all NB's and Alt-CO's. House number assignment/verification may be granted by the Borough President's Office after the building entrances have been constructed and are visible from the street. A House Number Verification: TOPO Stamp document is required prior to initial TCO.	Staten Island	1/28/2022
Plan Examination	Would like clarification on alteration projects, when triggered to comply with new building requirements. 110% rule. Does complying with new building requirements trigger requirements such as street trees, builders pavement plan, etc. even though the project is still an alteration, and would otherwise be exempt from street trees.	These documents are required for NBs and Alt-COs and so are also required on an Alt-CO with NB requirements.	Staten Island	1/28/2022
DOB NOW	Why does the DOB NOW system restrict our ability to file post approval amendments? This inability is not only limited to PAA's for plan revisions but it also does not allow PAA's to simple items that may need to be fixed in the forms. What if it's a minor comment like in a plumbing job? On the amendment form, plumber saying need to change "> and < on the PSI" or	PAAs currently cannot be filed on legalization jobs. A system change is being considered to accommodate minor changes that do not change the scope of work.	Staten Island	1/28/2022
Zoning	What is the procedure under DOB NOW to obtain a requisite BSA GCL 36 or GCL 35 objection in order to file with the BSA? In the past, an applicant would file the minimal information for the NB and pay the filing fee just for the DOB to assign to a plan examiner for a written objection to be issued. The written objection is required for the BSA filing. DOB would not review the application at all until the BSA approved resolution was issued. How is the procedure handled under DOB NOW?	DOB NOW is same as BIS. Flood Zone jobs must submit plans that are 100% complete for plan exam review and obtain objections prior to submitting to BSA. There's no protocol for DOB NOW jobs yet, we are still using the paper process as of now.	Staten Island	1/28/2022
DOB NOW	On the PW1, once you surpass a 6 figure amount, you can't insert decimal amount, it's automatically a whole number. It's a problem when we match it with the PW3, it has to be exact. Is there an enhancement for this issue?	This is a system bug that will be fixed.	Staten Island	1/28/2022
DOB NOW	On the LOC that prints out for DOB NOW jobs, can the job extension be added (I1, S1, S2 etc.) so we can differentiate?	Great suggestion. This enhancement is being worked on.	Staten Island	1/28/2022
Zoning	What is the current filing procedure for NBs located in the flood zone?	Flood zone review for one and two family residences to be conducted by the NB plan examiner. The flood zone review of	Staten Island	1/28/2022
Plan Examination	Regarding DOB NOW NB filings. It always appears you can file every work type individually and get it signed off but there is a logistical issue. How can you get an NB without foundation approved? What's the point of getting the permit without a building OT permit on it.	Logic is that you can file for jobs and you have a project manager. They will get the permits but logically they won't be able to install sprinklers with no building. This gives you flexibility to get approval and start process instead of waiting for it to come with an application. It's like fast tracking . You can get your whole package together and then	Bronx	2/2/2022

Category	Question	Answer	Borough	Meeting Date
Plan Examination	Do I have to file boiler work type if boiler does not require inspection?	BE work type for any commercial building or building with more than 4 families. If it is less than 6 families and not commercial you can file plumbing work type.	Bronx	2/2/2022
Code	The new Certificate of Compliance does not include the serial number and this is causing problems with the Fire Department.	Building code does not require that a Certificate of Compliance indicate the serial number for any regulated mechanical equipment. Code only requires make and model	Bronx	2/2/2022
Plan Examination	If I wanted to clear a site that is overgrown w/ brush, is there a way to file a construction fence application that incorporates dumping/etc? or does it have to be filed as subsequent? Is this a GC work type?	You don't need a permit if you're just clearing branches. Unless you're using mechanical equipment/using machinery, you don't need a permit. No construction fence is required because it's not a construction project.	Brooklyn	2/9/2022
DOB NOW	I have a project that I paid all the fees for, but never submitted. I am also in prefiling for a separate job. The refund is taking a long time, and I believe it's because I have the separate prefiling job open. Can we remove the prefiling to get	The prefiling job shouldn't affect your ability to get a refund. If it's in prefiling, the DOB doesn't have it, so it won't affect your property. Once you pay for a job, you can't delete it. Withdraw first, then ask for refund.	Brooklyn	2/9/2022
BIS	How can I submit a BPP9 form?	The filing goes through the construction unit. Email it to BPPIR@buildings.nyc.gov for follow up.	Brooklyn	2/9/2022
Zoning	I have a large zoning lot in an R8 district that I plan to subdivide into several smaller zoning lots. One of the new	The applicant advised to use most restrictive definition of the corner lot "width" based on ZR 23-32 application. The	Brooklyn	2/9/2022
DOB NOW	Is the service level provided for certificate of occupancy reviews based on when it is assigned to a project advocate or	The service level is based on when the certificate of occupancy is submitted for the review. It is based on business	Manhattan	2/16/2022
Occupancy	Can I proceed with a TCO review while Alteration applications for minor work are in review?	All jobs need to be signed off to proceed with a TCO.	Manhattan	2/16/2022

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DOB NOW	When I open applications in DOB NOW sometimes the Objections tab does not appear? Also, when the system times out.	System performance issues cause the Objections and other tabs to not appear. Additional capacity is being added to the system.	Manhattan	2/16/2022
Inspections	If there is an open PAA, I cannot schedule an inspection for a DOB NOW: Build job filing. Is that intentional? It locks down all floors if only one floor has a PAA.	It is intentional to not be able to schedule an inspection when there is an open PAA. If changes are being made to the filing, the inspector needs to perform an inspection with the full information.	Manhattan	2/16/2022
DOB NOW	Is there a way to make the BSO in DOB NOW: Build more printable or legible to paste into another document?	This has been added to the list as an upcoming system enhancement.	Manhattan	2/16/2022
Licensing	What is the reason for requiring a licensed engineer or architect for a driveway permit?	Per code, a licensed professional is required for a driveway permit, and curb cut is no different.	Queens	2/23/2022
Plan Examination	Rooftop solar installation in NYC - FDNY has not approved any batteries or installations inside the home. and the requirements	This topic is under discussion and future guidance will be provided.	Queens	2/23/2022
Plan Examination	There is an existing property at which the house will be demolished but the car garage in the rear is not being demolished.	When you demolish the house, the BIN becomes obsolete. File a no work ALT1 in BIS, so you get a new house number and address.	Staten Island	2/25/2022
Construction Safety	A construction super is allowed to be on 10 jobs. I have a BIS NB and a structural job in DOB NOW. The permit is issued for structural but in BIS the NB is rejected. It's the same building, it should count as the same.	Contact the Construction Safety Compliance unit at csuper@buildings.nyc.gov to request that the permits be combined for site safety purposes.	Staten Island	2/25/2022
Occupancy	Are plan examiners trained to handle two (2) concurrent BIS ALT1 applications in the DOB NOW platform for CofO?	You can submit a CO request for one of the job numbers and all of the floors in the building will populate in the request so that you can request a Final for the entire building. In DOB NOW, it is one CO for the BIN. The Project Advocate will coordinate the final.	Brooklyn	3/9/2022
Permits	If a job is over two years old it needs to be reinstated. Can you define what the two years is based on?	It's based on permit expiration. The December 2015 Service Notice gives the guidelines on reinstatements.	Manhattan	3/16/2022
DOB NOW	What is the process if a BIN that has two buildings and we want to get new BIN for the second building. And how about moving the building?	Request a TBIN on DOB NOW. When you create the TBIN, existing BIS jobs will also be moved over.	Manhattan	3/16/2022
Occupancy	Are there certain applications that do not have to be closed out before we request a final CO? What about shed applications?	Submit a PER20 Project Advocate request for consideration of a final CO with some open applications and violations. Shed applications must be signed off.	Manhattan	3/16/2022
Demolition	How do I submit a DS1: Demolition Submittal Certification Form in DOB NOW?	The form is not submitted in DOB NOW. The questions from the DS1 are included in the Scope of Work section for Structural (ST) filings when partial demolition is selected.	Queens	3/23/2022
DOB NOW	If a job is withdrawn, why can't I see it in the DOB NOW public or industry portals? Also, how can I know if my job is being reviewed by the Hub or not?	These suggestions have been submitted and will be included as future system enhancements.	Queens	3/23/2022
Plan Examination	A PAA for DOB NOW jobs, if there are 10 sheets but only one sheet is being replaced, I need upload all sheets again. But with eFiling jobs, is it the same process, all the sheets or just 1?	For eFiling jobs, only the 1 sheet being changed needs to be uploaded with the PAA.	Staten Island	3/30/2022
Plan Examination	When filing a legalization job in DOB NOW, is a Tenant Protection Plan still needed if there is no work being performed on the permit?	If it is indicated on the application that there are occupied dwelling units during construction then a TPP is required to pull the permit. The TPP requirement cannot be waived.	Staten Island	3/30/2022

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Plan Examination	A job where the building height is 23 feet, is a standpipe and/or a temp standpipe required for the cellar? On the documents tab, it is requesting a Standpipe alarm drawing or	The system is currently requiring the standpipe alarm drawing document incorrectly. A system update will be made so that the document is only required for NB and NB with Existing	Brooklyn	4/7/2022
DOB NOW	DOB NOW does not allow the correct information to be entered for Load Capacity (Tons) under the Deep Foundation Elements Inspection. The system only allows a numerical value between 0-99 to be entered.	A system enhancement has been requested to allow more characters to be entered in this field.	Brooklyn	4/7/2022
Code	Trying to find in the code, structural detail, masonry. Using a product like a mortar adhering to masonry, can't go over 15 pounds, not more than 5 square feet.	Contact the DOB Office of Technical Certification & Research	Brooklyn	4/7/2022
Occupancy	28-118.6(8) states that all uses must be listed on the CO however the plan examiner states that accessory uses such as mechanical rooms and storage are non-simultaneous therefore	a) AC §28-118.6(8) does not state "all uses must be listed on the CO". b) Some accessory uses must be listed on CO. For example,	Manhattan	4/13/2022
Plan Examination	How do I substitute a Class 2 filing representative who cannot attend a scheduled appointment.	If you are not a stakeholder on the filing, you will need to show that you are a Class 2 filing rep and qualified to attend the appointment by providing a letter from the applicant authorizing you to represent the job to the examiner.	Queens	4/20/2022
Construction Safety	Why is the applicant of record the only person that can remove the construction superintendent from a job? Why is this responsibility being pushed to the architects?	This is the current policy of the Construction Safety Compliance unit. The policy is being reviewed.	Staten Island	4/27/2022
Plan Examination	How do we file an outdoor kitchen for 1-2 family in the backyard? We can start without a roof and then put a roof after? Is there a lot line requirement also?	It is the same process as a gas barbecue in the house. 10 feet away from building, file an Alteration. It is not a permitted obstruction if you put a roof over it. City Planning can provide more information about the lot line requirement.	Staten Island	4/27/2022
Zoning	We have four vacant lots on a block in Brooklyn and we are looking to merge all 4 lots into one zoning lot with 6 tax lots. One of the lots does not have a house number. Three of the lots have new metes and bounds. Do we need to file a lot merger	A lot merger does not need to be filed for each individual lot. File for subdivision of the other lots. The 6 tax lot needs to be created as a zoning lot with the Department of Finance. Then file an application with DOB for each that are recorded as	Brooklyn	5/5/2022
DOB NOW	When trying to file a PAA, there was a system error and there is now a P8 on the filing but no P2 or P3, etc. How do we get the PAA changed to P2.	There is no way to change the PAA number in the system, and the sequencing will not affect the approval of the PAA.	Brooklyn	5/5/2022
Occupancy	How can we see when a TCO is submitted if we are not a stakeholder on the request?	This functionality is on our enhancement list but in the meantime a help ticket can be submitted for this information.	Manhattan	5/11/2022

Category	Question	Answer	Borough	Meeting Date
Plan Examination	How do I file for a temporary sales office and get a Temporary Use Permit?	File an Alt-CO to construct the apartment. Once that is approved, drop off a TUP request at the borough office.	Manhattan	5/11/2022
Plan Examination	Is an AI1 required when doing a PAA?	All plan examiners have been informed that an AI1 form does not need to be uploaded with the plans when doing a PAA. Use the Comments field (Section 24) in the PAA filing to provide a description of the changes.	Manhattan	5/11/2022
Plan Examination	How can we see the name of the plan examiner for DOB NOW jobs before receiving Objections?	Reassignment of jobs during plan examiner review occurs infrequently and for operational purposes.	Queens	5/18/2022
Plan Examination	Can the 172 items on the eFiling Pick A Document Type drop-down list for a BIS New Building application be added to the	Site Survey: Initial was added as a Required Document in June along with the ability for DOB NOW users to enter a document	Queens	5/18/2022
DOB NOW	How do you view disapproval reason for elevator signoff prior to final occupancy on DOB NOW	Right now the reason is only showing in the email notification but we are making a system update so that it also appears in the request record in the industry portal.	Staten Island	5/25/2022
Permits	For an approved BIS job that is permitted and the construction is complete, why did the job trigger a construction	Send an email to csquestions@buildings.nyc.gov to request that the requirement be waived.	Staten Island	5/25/2022
DOB NOW	If we submit a withdrawal request for an I1 initial filing in DOB NOW, do we need to submit a separate request to withdraw the S1 (subsequent filings).	A withdrawal request needs to be submitted separately for each filing, a separate request for the I1, S1 etc.	Staten Island	5/25/2022
Records	Can the window for picking up records be extended to more than 2 days?	This is current policy but we will consider this going forward.	Staten Island	5/25/2022