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INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to File a Job Level Determination


The following Step-by-Step Guide will outline the steps applicable to completing a Job Level Determination in DOB NOW: *Build*.



@NYCBuildings

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 

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Overview

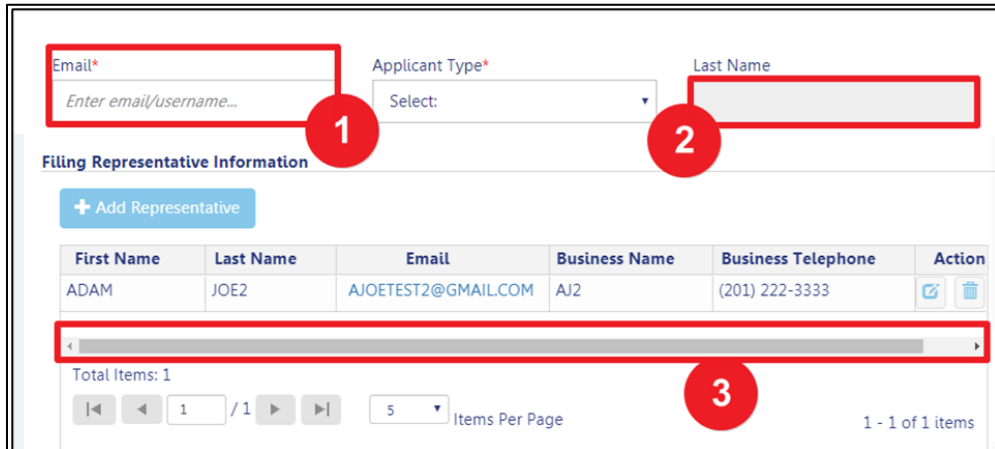
This step-by-step guide will provide applicants with a systematic understanding of how to complete a Job Level Determination or Appeal request in DOB NOW: *Build*. The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

Requirements

- Determinations must be filed on a specific **Job**.
- A Job Level Determination request cannot be initiated if a DOB NOW Job Filing is in any of the following statuses:
 - CO Issued
 - Filing Withdrawn
 - Full Demolition Signed Off
 - LOC Issued
 - On Hold – Applicant of Record Withdrawn
 - On Hold – Pending Withdrawal of Applicant of Record
 - On Hold – Pending Supersede of Applicant of Record
- If the job is a **BIS Job**, the Job Level Determination can be initiated from **any status except LOC Issued or CO issued**.
- **Only one** Determination or Appeal Request may be filed on a Job Number.
- The Job Filing must be **Standard Plan Review**.
- Requests can be submitted by the **Job Filing Applicant of Record or Alternate Contact on the Determination or Appeal Request**.
- There is a fee for Job Level Determinations or Appeals. The fee does not apply to 1, 2, or 3 Family Houses. Nonprofit organizations, Government Owners, and HPD Affordable Housing is also exempt from these fees.
 - Determination : **\$1,000**
 - Appeal of Determination: **\$2,500**
 - Second Appeal of Determination: **\$2,500**
 - BSA Review: **No fee**

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.



The screenshot shows a web form with the following elements:



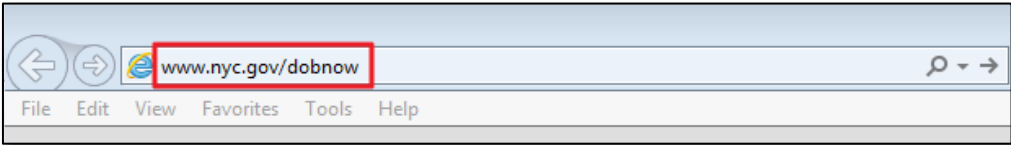
- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
- Last Name**: A text input field with a red box around it, labeled with a red circle '2'. The field is grayed out.
- Filing Representative Information**: A section header.
- + Add Representative**: A blue button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333, and icons for edit and delete.
- Horizontal scrollbar**: A red box around the scrollbar below the table, labeled with a red circle '3'.
- Total Items: 1**: Text below the table.
- Page navigation**: Includes arrows, a page number "1 / 1", a dropdown for "5" Items Per Page, and the text "1 - 1 of 1 items".

ADDITIONAL HELP & INFORMATION


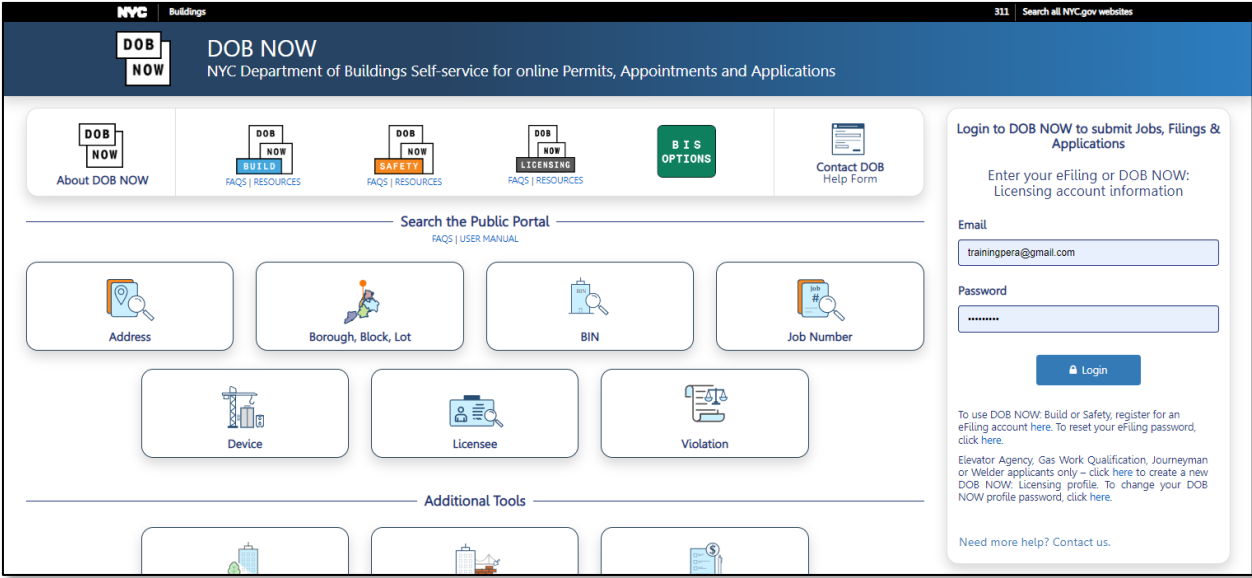
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Log into DOB NOW: *Build*



Follow the steps below to access DOB NOW: *Build* and initiate a Job Level Determination.

Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none">■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on your keyboard.</p>

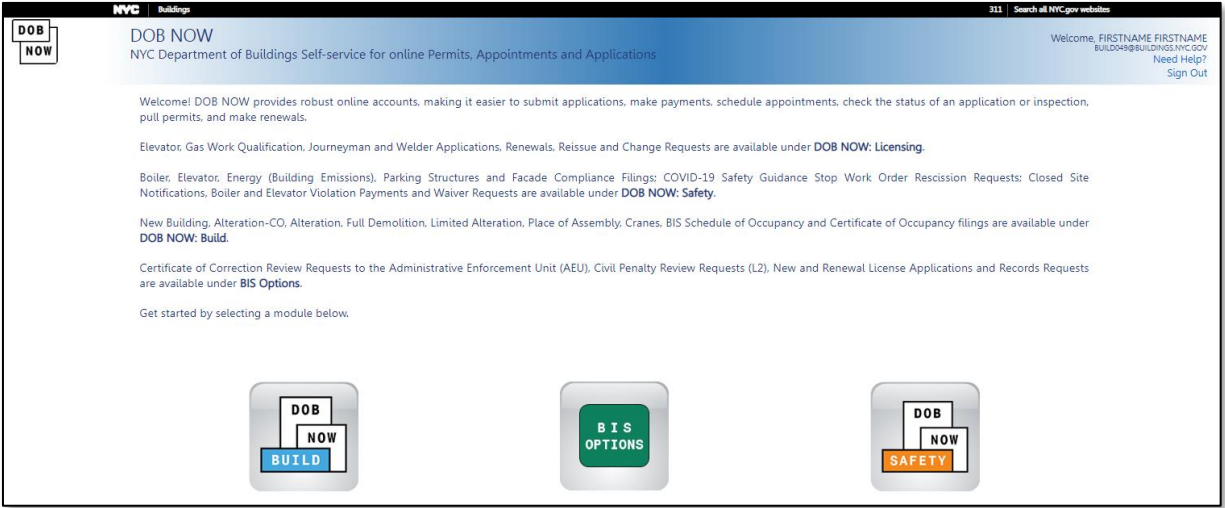
DOB NOW: *Build* – HOW TO FILE JOB LEVEL DETERMINATIONS & APPEALS

Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the NYC Buildings logo and the text 'DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. Below this, there are several tabs: 'About DOB NOW', 'DOB NOW BUILD (FAQS RESOURCES)', 'DOB NOW SAFETY (FAQS RESOURCES)', 'DOB NOW LICENSING (FAQS RESOURCES)', 'B I S OPTIONS', and 'Contact DOB Help Form'. A search bar is located below the tabs. The main content area features several search filters: 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Licensee', and 'Violation'. At the bottom, there is an 'Additional Tools' section. On the right side, there is a login form titled 'Login to DOB NOW to submit Jobs, Filings & Applications'. The form includes fields for 'Email' (with the example 'trainingpera@gmail.com') and 'Password', a 'Login' button, and a link to 'Forgot your password?'. Below the form, there is a note: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.' and a link for 'Need more help? Contact us.'</p>

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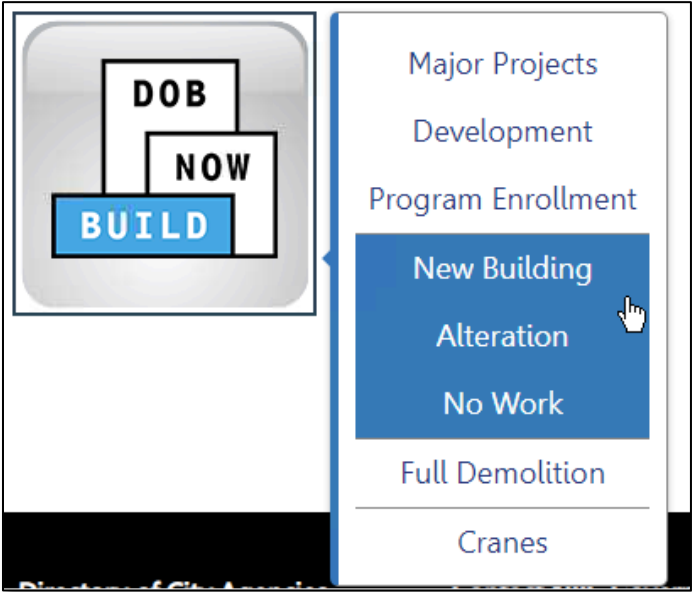
Step	Action
4.	<p>Enter your Email and Password.</p> <div data-bbox="284 373 803 1192"><p>Login to DOB NOW to submit Jobs, Filings & Applications</p><p>Enter your eFiling or DOB NOW: Licensing account information</p><p>Email</p><input data-bbox="311 611 766 657" type="text" value="build049@buildings.nyc.gov"/><p>Password</p><input data-bbox="311 726 766 772" type="password" value="....."/><p> Login</p><p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p><p>Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.</p><p>Need more help? Contact us.</p></div>
5.	<p>Click Login.</p> <div data-bbox="284 1318 852 1560"><p> Login</p><p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p></div>

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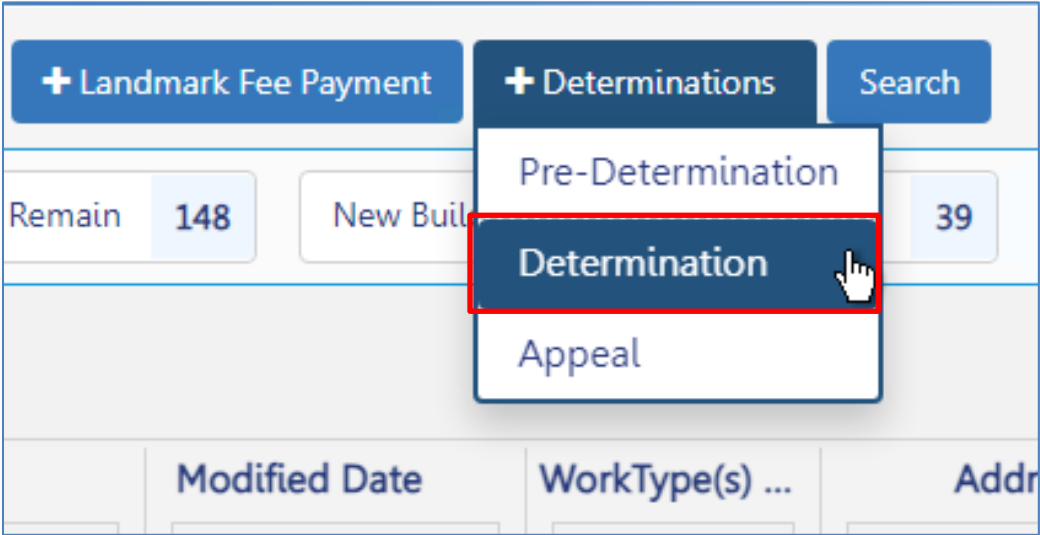
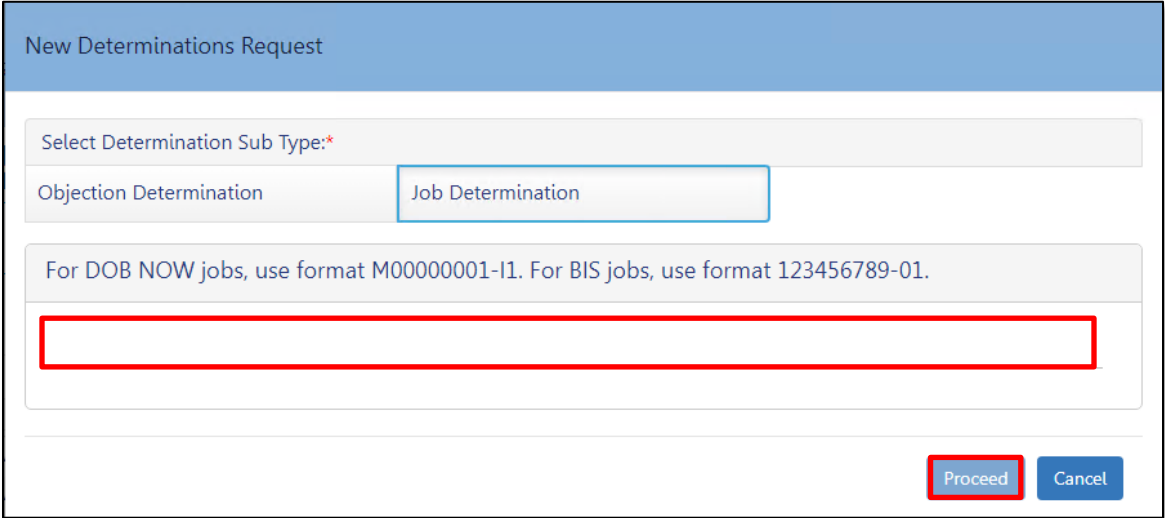
Step	Action
6.	<p>The DOB NOW Welcome page displays.</p>  <p>DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications</p> <p>Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.</p> <p>Elevator, Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under DOB NOW: Licensing.</p> <p>Boiler, Elevator, Energy (Building Emissions), Parking Structures and Facade Compliance Filings: COVID-19 Safety Guidance Stop Work Order Rescission Requests: Closed Site Notifications, Boiler and Elevator Violation Payments and Waiver Requests are available under DOB NOW: Safety.</p> <p>New Building, Alteration-CO, Alteration, Full Demolition, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy and Certificate of Occupancy filings are available under DOB NOW: Build.</p> <p>Certificate of Correction Review Requests to the Administrative Enforcement Unit (AEU), Civil Penalty Review Requests (L2), New and Renewal License Applications and Records Requests are available under BIS Options.</p> <p>Get started by selecting a module below.</p> <p>BUILD B I S OPTIONS SAFETY</p>
<p>You are now logged into DOB NOW. Continue to the Requesting a Job Level Determination step by step.</p>	

Requesting a Job Level Determination

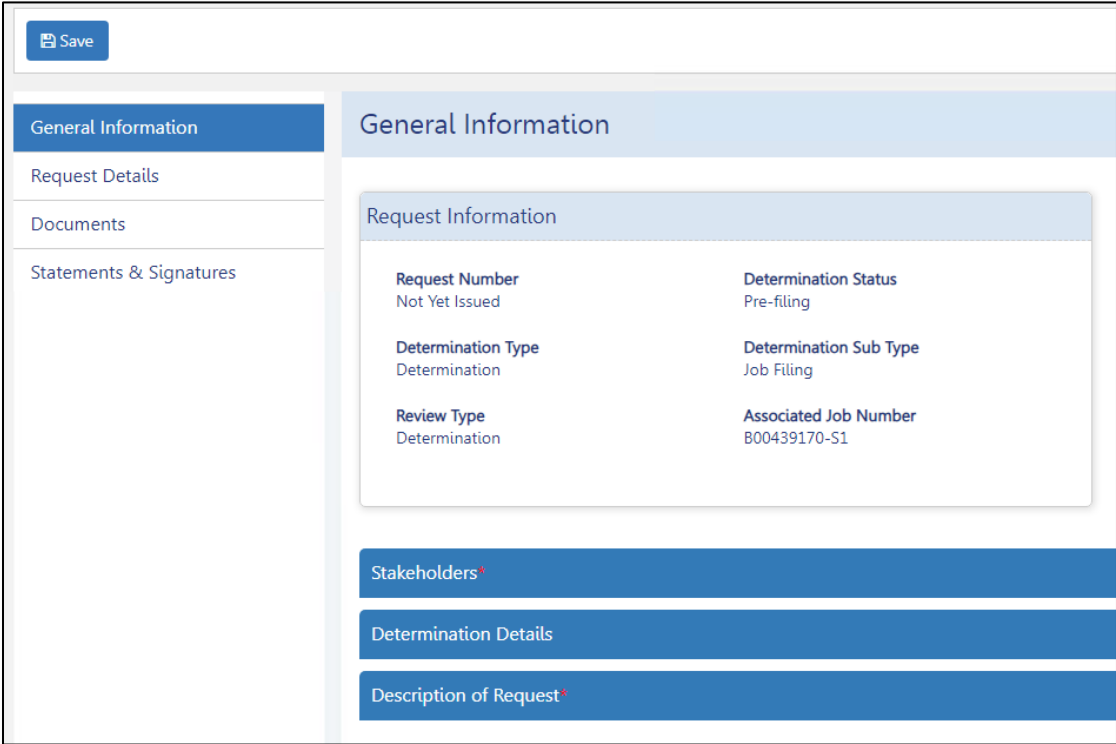
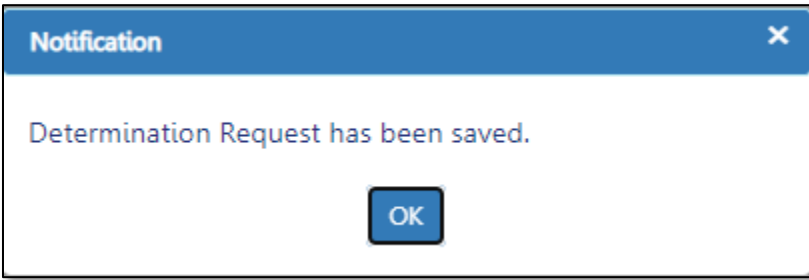
Follow the steps below to request a Job Level Determination or Appeal.

Step	Action
1.	<p>From within the DOB NOW Public Portal main dashboard, click on DOB NOW BUILD.</p>  A square button with a light gray background and rounded corners. It features three overlapping rectangular boxes: a white box at the top with the text 'DOB', a white box in the middle with the text 'NOW', and a blue box at the bottom with the text 'BUILD' in white capital letters.
2.	<p>Then click on the New Building / Alteration / No Work option.</p>  A screenshot of the DOB NOW BUILD button from the previous step, which has opened a dropdown menu. The menu is a white rectangular box with a blue border and a blue shadow. It contains a list of options: 'Major Projects', 'Development', 'Program Enrollment', 'New Building', 'Alteration', 'No Work', 'Full Demolition', and 'Cranes'. The 'New Building', 'Alteration', and 'No Work' options are highlighted with a blue background. A white mouse cursor is pointing at the 'Alteration' option.

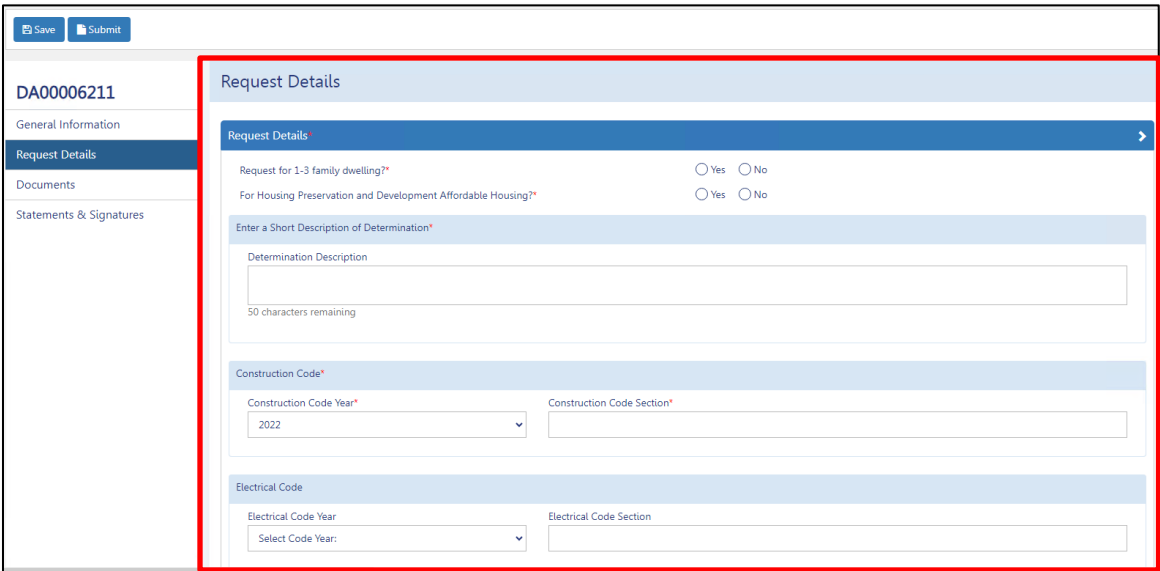
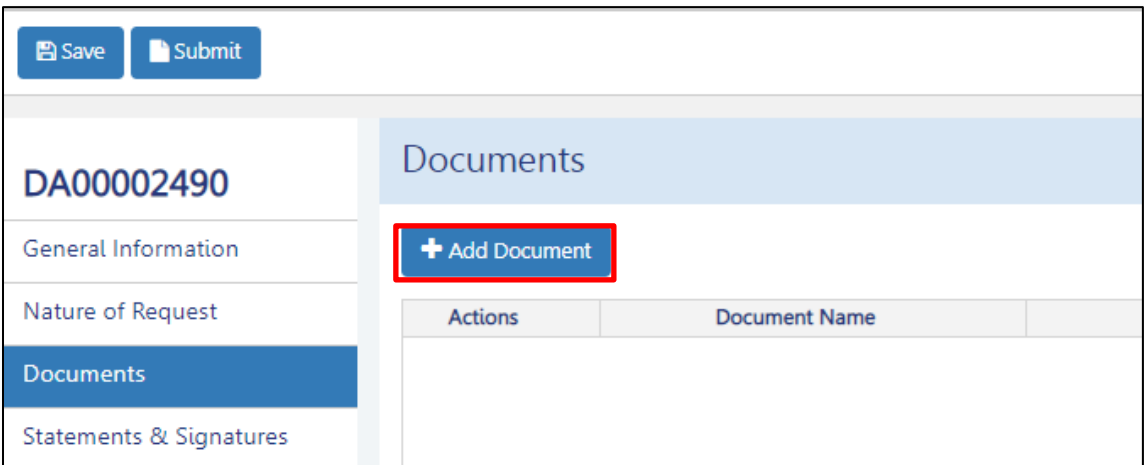
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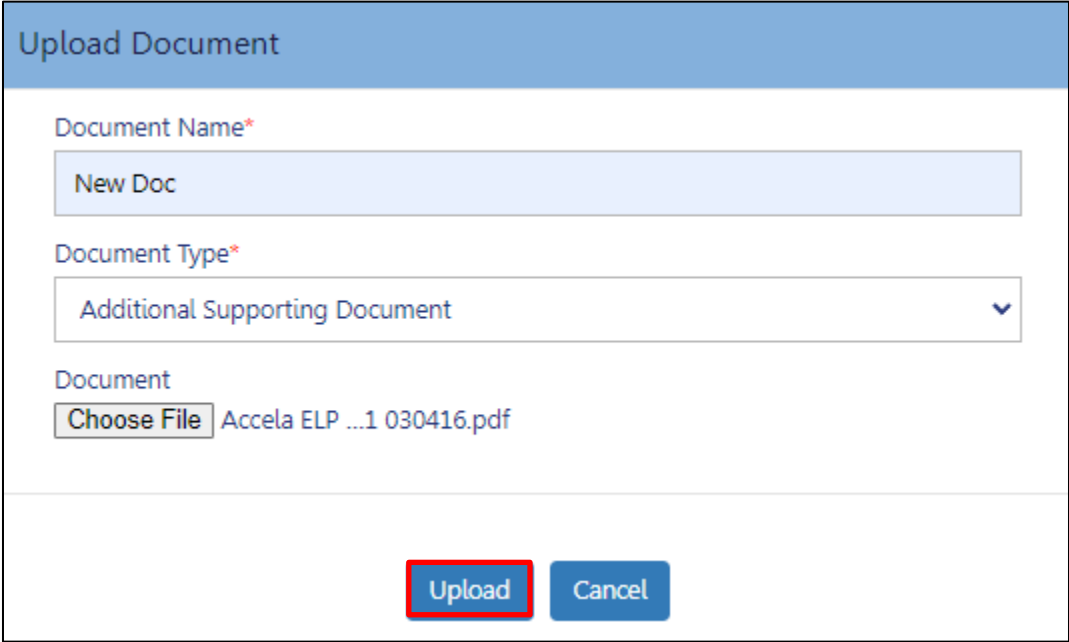
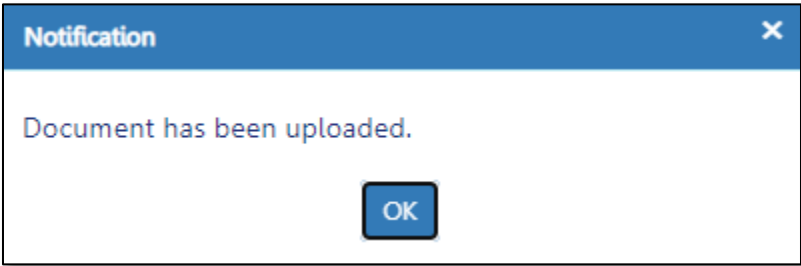
Step	Action
3.	<p>Click the + Determinations menu and choose Determination.</p>  <p>The screenshot shows a software interface with a top navigation bar containing three buttons: '+ Landmark Fee Payment', '+ Determinations', and 'Search'. Below the navigation bar, there are two input fields: 'Remain 148' and 'New Build 39'. A dropdown menu is open from the '+ Determinations' button, showing three options: 'Pre-Determination', 'Determination', and 'Appeal'. The 'Determination' option is highlighted with a red box, and a mouse cursor is pointing at it. Below the dropdown, there are columns for 'Modified Date', 'WorkType(s) ...', and 'Addr'.</p>
4.	<ul style="list-style-type: none">▪ For Determination Type select the appropriate Determination Sub Type (Job Level).▪ Enter the appropriate Job Filing number, then click Proceed.  <p>The screenshot shows a form titled 'New Determinations Request'. It has a dropdown menu for 'Select Determination Sub Type:*' with two options: 'Objection Determination' and 'Job Determination'. Below the dropdown, there is a text input field with a red border. Below the input field, there are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is highlighted with a red box.</p>

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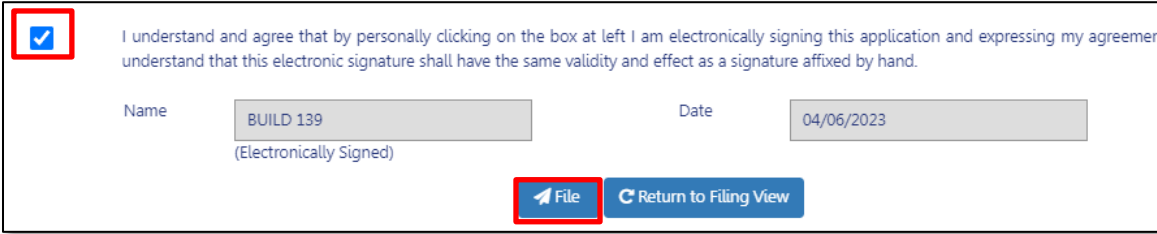
Step	Action
5.	<p>Fill in the necessary information for the following sections on the General Information tab:</p> <ul style="list-style-type: none">▪ Stakeholders (Applicant will be auto filled; enter information for required Additional Contact)▪ Determination Details▪ Description of Request <p>Click Save.</p> 
6.	<p>Click OK to the Notification window.</p> 

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Step	Action
7.	<p>Fill in all of the required information on the Request Details tab then click Save.</p> 
8.	<p>On the Documents tab, click +Add Document to upload the necessary documents.</p> 

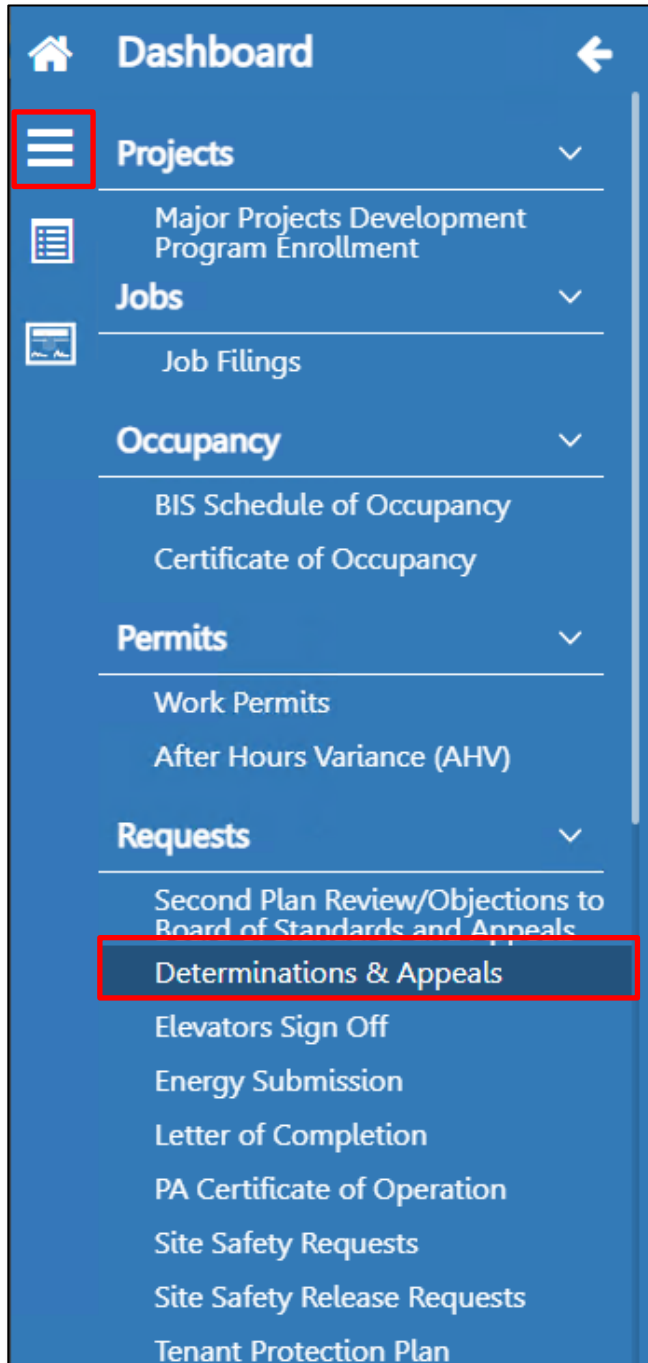
Step	Action
9.	<p>Name the Document and choose the appropriate Document Type. Browse to the document, click Choose File, and lastly click the Upload button.</p> <p>If Yes was selected in response to the “For HPD Affordable Housing?” question, the applicant is required to upload the HPD Document.</p> <p>If Yes was selected in response to the “Fee Exempt?” question, the Applicant must upload proof.</p> 
10.	<p>Click OK to the Notification window.</p> 

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Step	Action
11.	<p>On the Statements and Signatures tab the Applicant of Record must check the box in the Applicant Attestation section then click Save and then Submit.</p> 
12.	<p>Click Save then click Submit.</p> 
13.	<p>Using the navigation bar at the top of the window, click the Next button to go to the last page.</p> 
14.	<p>At the bottom of the last page, click the checkbox and then click the File button to complete the process.</p> 



To view the Response Document, from the Determinations & Appeals dashboard click on the **Burger** icon located within the side bar located on the left side of the screen and then select **Determinations & Appeals**.



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	<p>Click on the View icon within the same row as the filing or double click along the row.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Determinations & Appeals Refresh</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #d9e1f2;"> <th>View...</th> <th>Filing Action</th> <th>Request Number</th> <th>Determination Type</th> <th>Determination Sub Type</th> <th>Objections Related To</th> <th>Determination Class</th> <th>Review Type</th> <th>Determination Status</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005373</td><td>Determination</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Determination</td><td>Pre-Filing</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005372</td><td>Determination</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Determination</td><td>Pre-Filing</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005369</td><td>Determination</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Determination</td><td>Pre-Filing</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005362</td><td>Determination</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Determination</td><td>Review Complete - Approved</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005266-A2</td><td>Appeal</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Second Appeal of Determination</td><td>Review Complete - Approved W...</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005266-A1</td><td>Appeal</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Appeal of Determination</td><td>Review Complete - Approved W...</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005266</td><td>Determination</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Determination</td><td>Review Complete - Denied</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005173-A3</td><td>Appeal</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Second Appeal of Determination</td><td>Review Complete - Denied</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005173-A2</td><td>Appeal</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Appeal of Determination</td><td>Review Complete - Denied</td></tr> <tr><td><input type="checkbox"/></td><td>Select Action: ▾</td><td>DA00005173</td><td>Determination</td><td>Job Filing</td><td>Not Applicable</td><td>ZRD1</td><td>Determination</td><td>Review Complete - Denied</td></tr> </tbody> </table> </div> <p>The filing will open. Located within the tool bar of the filing will be the Print Response Document button which will allow the user to view and print the response document.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Pre-filing Review In Progress Review Complete - Approved With Conditions </div> <p style="font-size: x-small; border: 1px dashed #ccc; padding: 2px;">Determinations and Pre-Determinations requests are only to be used to receive an official opinion from DOB related to interpretation of NYC construction codes or the Zoning Resolution, or to challenge a technical objection that was raised by the DOB during plan review.</p> <div style="display: flex; justify-content: space-between; align-items: center; border-top: 1px solid #ccc; padding-top: 5px;"> Save Submit Print Response Document </div> <div style="border-top: 1px solid #ccc; padding-top: 10px;"> <p>DA00005266-A2</p> <p>General Information</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 30%; border-right: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Request Number DA00005266-A2</p> <p>Determination Type</p> </td> <td style="width: 30%; border-right: 1px solid #ccc; padding: 5px;"> <p>Determination Status Review Complete - Approved With Conditions</p> <p>Determination Sub Type</p> </td> <td style="width: 40%; padding: 5px;"> <p>Location Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>House Number 70</td> <td>Street Name HART STREET</td> </tr> <tr> <td>Borough BROOKLYN</td> <td>Block 1770</td> </tr> </table> </td> </tr> </table> </div> </div>	View...	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15.	<p>After a decision is made, if users wish to file an Appeal, they can do so by choosing Appeal from the Select Action drop-down on the Determinations & Appeals dashboard. The form for submitting an appeal is identical to that for submitting a Determination.</p> <div data-bbox="321 447 1481 728" data-label="Table"> <table border="1"> <thead> <tr> <th>View...</th> <th>Filing Action</th> <th>Request Number</th> <th>Determination Type</th> <th>Determination Sub Type</th> <th>Determination Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>DA00003865</td> <td>Pre-Determination</td> <td>BIN</td> <td>Review Complete - Denied</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>DA00003856</td> <td>Determination</td> <td>Objection</td> <td>Pre-Filing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Appeal</td> <td>DA00003845</td> <td>Determination</td> <td>Job Level Determination</td> <td>Pre-Filing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>DA00002497</td> <td>Determination</td> <td>Objection</td> <td>Pre-Filing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>DA00002490</td> <td>Determination</td> <td>Job Level Determination</td> <td>Pre-Filing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>DA00002475</td> <td>Pre-Determination</td> <td>BIN</td> <td>Pre-Filing</td> </tr> </tbody> </table> </div> <p>Alternatively, you may also file an appeal by clicking on the +Determinations button and selecting Appeal from the dropdown menu.</p> <div data-bbox="321 858 1117 1211" data-label="Image"> <p>The image shows a user interface with a blue button labeled '+ Determinations'. A dropdown menu is open, listing three options: 'Pre-Determination', 'Determination', and 'Appeal'. The 'Appeal' option is highlighted in a darker blue, and a mouse cursor is pointing at it. Other buttons like '+ Landmark Fee Payment' and 'Search' are visible in the background.</p> </div>	View...	Filing Action	Request Number	Determination Type	Determination Sub Type	Determination Status	<input type="checkbox"/>						<input type="checkbox"/>	Select Action: ▼	DA00003865	Pre-Determination	BIN	Review Complete - Denied	<input type="checkbox"/>	Select Action: ▼	DA00003856	Determination	Objection	Pre-Filing	<input type="checkbox"/>	Appeal	DA00003845	Determination	Job Level Determination	Pre-Filing	<input type="checkbox"/>	Select Action: ▼	DA00002497	Determination	Objection	Pre-Filing	<input type="checkbox"/>	Select Action: ▼	DA00002490	Determination	Job Level Determination	Pre-Filing	<input type="checkbox"/>	Select Action: ▼	DA00002475	Pre-Determination	BIN	Pre-Filing
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16.	<p>After selecting Appeal from the dropdown menu, the New Appeal Request screen will appear where you may search by BIN or Job Filing Number.</p> <div data-bbox="321 1367 1365 1860" data-label="Form"> <div style="border: 1px solid #ccc; padding: 10px;"> <p>New Appeal Request</p> <p>Select Search Type:*</p> <p>BIN <input type="text" value="Job Filing Number"/></p> <p>For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.</p> <p><i>ENTER JOB FILING NUMBER</i></p> <p><input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Get Requests"/> <input type="button" value="Cancel"/> </p> </div> </div>																																																

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Step	Action																								
17.	<p>A list will appear with all Determinations and Appeals for the selected Job Filing or BIN. Use the Select Action drop-down list to select Appeal from the most recent filing.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>New Appeal Request</p> <p>Select Search Type:*</p> <p>BIN <input style="width: 150px;" type="text" value="Job Filing Number"/></p> <p>For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01.</p> <p><input style="width: 150px;" type="text" value="B00446744-11"/></p> <p>Determination Lists</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 15%;">Filing Action</th> <th style="width: 15%;">Request Number</th> <th style="width: 15%;">Determination Type</th> <th style="width: 15%;">Determination Class</th> <th style="width: 15%;">Review Type</th> <th style="width: 20%;">Determination Status</th> </tr> </thead> <tbody> <tr> <td>Select Action:</td> <td>D00007999</td> <td>Determination</td> <td>CCD1</td> <td>Determination</td> <td>Review Complete - Denied</td> </tr> <tr> <td>Select Action:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr style="background-color: #0070c0; color: white;"> <td>Appeal</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>The rest of the Appeal process is identical to the Determination process.</p>	Filing Action	Request Number	Determination Type	Determination Class	Review Type	Determination Status	Select Action:	D00007999	Determination	CCD1	Determination	Review Complete - Denied	Select Action:						Appeal					
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<p>You have now completed the How to File an Objection-Level Determination or Appeal step by step.</p>																									