

## SERVICE NOTICE

### **New Required Document for All Permits in DOB NOW: *Build* – Property Ownership Certification (Local Law 160 of 2017)**

Beginning June 30, 2021, all applications, except Limited Alteration Applications (LAA), electrical, elevator jobs, and jobs for government-owned properties require a **Property Ownership Certification form** to proceed with a permit request in DOB NOW: *Build*.

As required by **Local Law 160 of 2017**, the following information must be provided on the form:

- the name and business address of each owner of the property;
- a list of the properties in New York City owned by each owner; and
- whether each owner owes covered arrears to the City for each property and the amount of the covered arrears owed.

Covered arrears include any of the following that are not currently in the appeals process:

- unpaid fines, civil penalties, or judgments entered by a court or by OATH pursuant to Chapter 2 of Title 28 of the NYC Administrative Code; and
- unpaid and past due fees or other charges assessed by DOB.

If the owners own more properties than can be listed on the Property Ownership Certification form, use the **Supplemental Property Ownership Certification form**.

On the Documents tab of the Plans/Work (PW1) application, upload the form(s) as one file under the Document Name: Property Ownership Certification form. The document is required prior to permit and cannot be waived.

For questions about DOB NOW, submit an inquiry at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).