

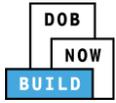
New York City Department of Buildings

# DOB NOW: Build

## **Plumbing and Sprinkler Job Filings Owner User Manual**

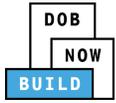
This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

**As of July 20, 2016**

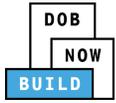


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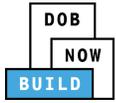
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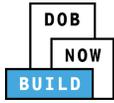
## Introduction

**DOB NOW: *Build*** has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors, and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Build*** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals. **DOB NOW: *Build*** will be released in phases throughout 2016 and 2017. In 2018, DOB NOW will be completed and will be the entry point for all DOB transactions.

## User Manual Overview

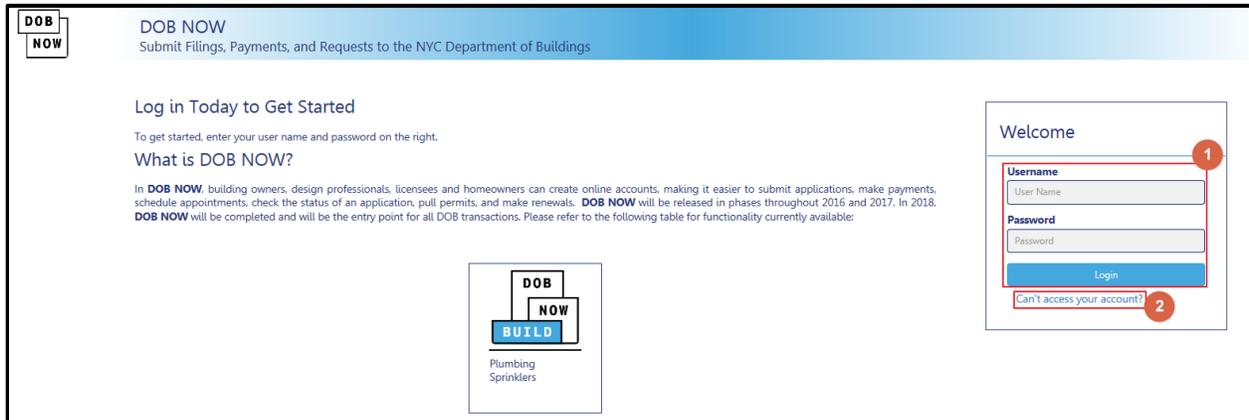
This user manual provides step-by-step instructions for Owners to create and track job filings through **DOB NOW: *Build***. If a job filing is being prepared for a property you own, then you will need to have a **DOB NOW: *Build*** account to provide acknowledgment to submit the necessary forms. The manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.



## Access DOB NOW: *Build*

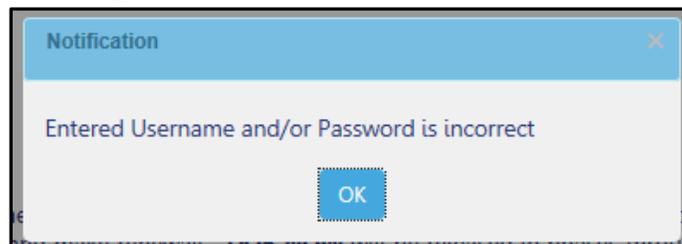
We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Build*.



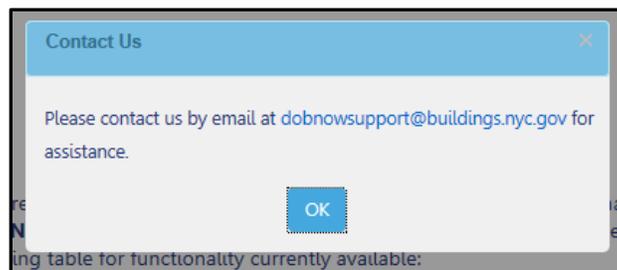
Navigate to the DOB NOW: *Build* login page by going to the following link: [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

*Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.*



2. If there is an issue with your login, clicking on **Can't access your account?** Under the Login icon will bring up a message with an email address ([dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)) to contact for assistance.



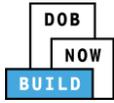
*If you do not have a confirmed eFiling account, you will not be able to login to DOB NOW: Build.*

## DOB NOW: *Build* Dashboard Orientation

After logging in, you will be on the main dashboard. The numbers correspond to the list below that explains the fields and describes the actions that you can take.

The screenshot shows the DOB NOW dashboard interface. At the top, there's a navigation bar with 'NYC Buildings' and a search bar. Below that, the 'DOB NOW' header includes the tagline 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. The main area features three primary action buttons: '+ New Job Filing', '+ New Work Permit', and '+ New AHV Permit'. Below these are four tabs: 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. A data table is displayed with columns for Job # - Filing #, Filing Status, Address, Borough, Design Profession, Owner, Created Date, Modified Date, Payment Status, Filing Action, and View. A 'Refresh' button is located to the right of the table. The interface is annotated with red circles and numbers 1 through 16, corresponding to the legend below.

1. **NYC.gov Link:** Link to the NYC.gov homepage. Clicking here will take you out of DOB NOW: *Build*
2. **New Job Filing:** Create a new job filing.
3. **New Work Permit:** Create a new work permit.
4. **New AHV Permit:** Create a new after hour variance (AHV) permit.
5. **My Jobs:** Displays a list of all jobs that you created or are associated with.
6. **My Work Permits:** Displays all permits that are part of your existing jobs.
7. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.
8. **Job Filing Search:** Search all existing DOB NOW: *Build* jobs.
9. **List of grid columns:** My Jobs, My Work Permits, and My AHV Work Permits tabs each contain their own unique columns of information:
  - a. Sort the data in ascending or descending order. Hide the column by clicking on the little arrow next to the column name ( **Job # - Filing #** ).
  - b. Search each field at the top of every column for specific values within that column.
10. **311 Link:** Link to the 311 homepage.
11. **Logged User:** Identifies the User Name and System Role associated with the user account.
12. **Sign Out:** Sign out of DOB NOW:*Build*.
13. **Refresh:** Refreshes the data to display the most recent information.
14. **Column Editor:** Pick which columns are displayed in the grid.
15. **Filing Action:** Select a filing action for the job filing.
16. **View:** Directs you to the job filing page.



## My Jobs, My Work Permits, My AHV Work Permits, and Job Filing Search Tab

This section guides you through the actions that you can take from the My Jobs, My Work Permits, My AHV Work Permits, and Job Filing search tabs.

The options available in the dropdown menus will change depending on the status of your filing (pre-filing, plan review, QA review, etc.). Not every filing action will be available at all times.

### My Jobs Grid Filing Actions

For job filings listed under the **My Jobs** tab, depending on the filing status, you can take the following actions from the dropdown button under the **Filing Action** column:

1. Subsequent Filing
2. Create Work Permit
3. PAA
4. Correction

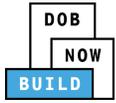
Job # - Filing #	Filing Status	Address	Borough	Design Professo...	Owner	Created Date	Modified Date	Payment Status	Filing Action	View
M00000505 - I1	Pre-Filing	280 Broadway	Manhattan	JOE ADAM		05/24/2016 04:4...	5/24/2016 8:29:...	Due	Select Action	
M00000504 - I1	Pending Plan Examiner...	280 Broadway	Manhattan	JOE ADAM	APPLE ROME	05/24/2016 03:2...	5/24/2016 3:40:...	Paid	Select Action	
M00000503 - I1	Permit Issued	137 centre street	Manhattan	JOE ADAM	APPLE ROME	05/24/2016 03:1...	5/24/2016 4:19:...	Exempted	Select Action	
M00000501 - I1	Pre-Filing	137 centre street	Manhattan	JOE ADAM	APPLE ROME	05/23/2016 11:4...	5/24/2016 3:59:...	Due	Select Action	

### My Work Permits Grid

Owners associated with the job filing will be able to view the permits in the My Work Permits tab. For permits listed under **My Work Permits** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

1. Create AHV
2. Print Work Permit
3. Renew Work Permit

Job# - Filing #	Tracking #	Work Permit #	Sequence	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
M00000857 - P1	309732531	Permit is not yet issued		Pre-Filing	282 Broadway	Plumbing	2016-04-13	JOE ADAM	Select Action
B00000908 - I1	905069009	B00000908-I1-EW-SP	1	Permit Issued	295 Flatbush Ave	Sprinkler	2016-04-12	JOE ADAM	Select Action
B00000908 - I1	245894850	Permit is not yet issued		Pending QA Assignment	295 Flatbush Ave	Plumbing	2016-04-12	JOE ADAM	Select Action



## My AHV Work Permits Grid Filing Actions

Owners associated with the job filing will be able to view the permits in the My AHV Work Permits tab. For permits listed under **My AHV Work Permits**, you can take the following actions from the dropdown button under the **Filing Action** column:

1. **Print AHV Permit**
2. **Renew AHV Permit**

Job# - Filing #	AHV Permit #	Work Permit ID	AHV Permit Status	Filing Action
	Q3150073	X00000086-11-PL	Pending QA Assignment	Select Action
	M2539597	M00000420-11-PL	AHV Permit Issued	Select Action
	M3453192	M00000056-11-PL	Pending QA Assignment	Select Action

## Job Filing Search

The Job **Filing Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below.

My Jobs | My Work Permits | My AHV Work Permits | **Job Filing Search**

M00000922  
0 characters remaining

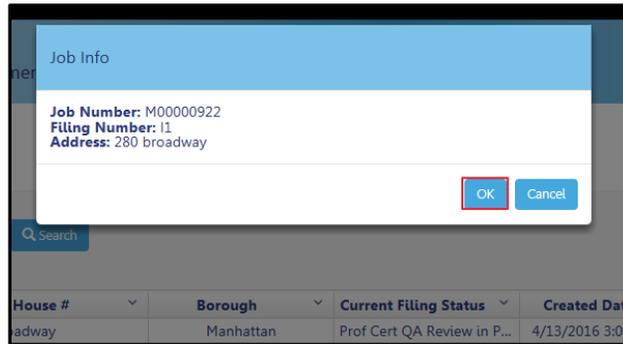
**Search**

The results will be listed in the grid as shown below.

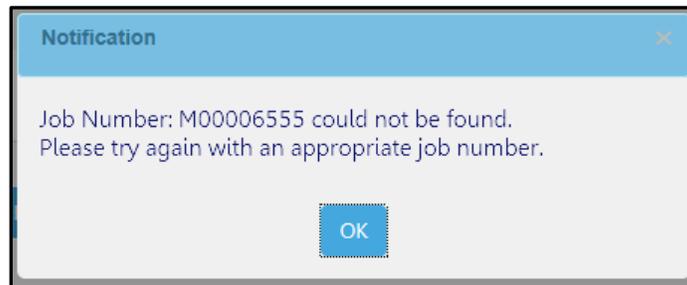
Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000922	11	New Job Filing	280 broadway	Manhattan	Prof Cert QA Review in P...	4/13/2016 3:01:38 PM	JOE ADAM	Select Action

To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

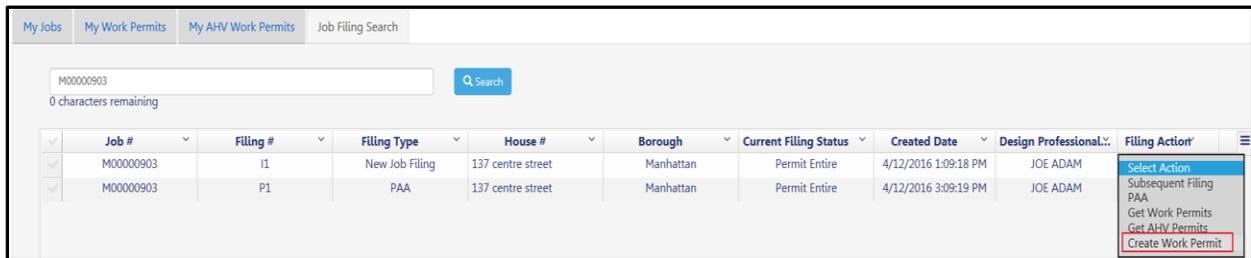


If the job filing number you entered cannot be found by the system, you will receive the message below.

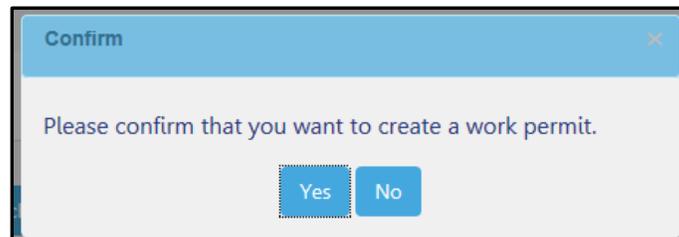


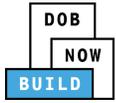
### Initiate New Work Permit from Job Filing Search

To initiate a work permit request from the Job Filing Search tab, go to the **Filing Action** column and select **Create Work Permit**.



The following notification will appear after your selection.





Click on **Yes** and you will be directed to the Work Permit form.

Work Permit

Trace History

**1. Reasons for Filing**

Filing reason\*

Initial Filing  No Work Permit

Expected Start Date: \*   Work on Floor\*

**Application Highlights**

Location 2 PARK PLACE  
MANHATTAN 10007

**Work Permit Status**

Tracking Number

## View All Work Permits from Job Filing Search

To view all work permits for a filing from the Job Filing Search tab, click on **Get Work Permits** from the **Filing Action** column.

My Jobs My Work Permits My AHV Work Permits Job Filing Search

M00001105 Search

0 characters remaining

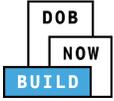
Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00001105	I1	New Job Filing	2 park place	Manhattan	Permit Entire	6/28/2016 8:09:30 PM	JOE ADAM	Select Action
M00001105	S1	Sub Sq.	2 park place	Manhattan	Pre-Filing	7/1/2016 6:25:03 PM	JOE ADAM	Subsequent Filing PAA
M00001105	P1	PAA	2 park place	Manhattan	Pre-Filing	7/1/2016 6:25:34 PM	JOE ADAM	Get Work Permits
M00001105	S2	Sub Sq.	2 park place	Manhattan	Pre-Filing	7/1/2016 7:41:11 PM	JOE ADAM	Get AHV Permits
M00001105	S3	Sub Sq.	2 park place	Manhattan	Pre-Filing	7/1/2016 8:43:24 PM	JOE ADAM	Create Work Permit

The following notification will appear after your selection. Click **Yes**.

Confirm

Please confirm that you want to view work permits.

Yes No



A new sub-grid will appear underneath the main grid displaying all of the permits for the job filing.

Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional L.	Filing Action*
M00001105	I1	New Job Filing	2 park place	Manhattan	Permit Entire	6/28/2016 8:09:30 PM	JOE ADAM	Select Action
M00001105	S1	Sub Sq.	2 park place	Manhattan	Pre-Filing	7/1/2016 6:25:03 PM	JOE ADAM	Select Action
M00001105	P1	PAA	2 park place	Manhattan	Pre-Filing	7/1/2016 6:25:34 PM	JOE ADAM	Select Action
M00001105	S2	Sub Sq.	2 park place	Manhattan	Pre-Filing	7/1/2016 7:41:11 PM	JOE ADAM	Select Action
M00001105	S3	Sub Sq.	2 park place	Manhattan	Pre-Filing	7/1/2016 8:41:24 PM	JOE ADAM	Select Action

Total Items: 5

Tracking Number	Work Permit #	Sequence #	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action*
895369969	M00001105-I1-PL	1	Permit Issued	Plumbing	2016-06-28	KIRAN VALLABHANENI	Select Action

From the list of work permits you will be able to take the following actions by going to the Filing Action column:

- Create AHV
- Print Work Permit
- Renew Work Permit

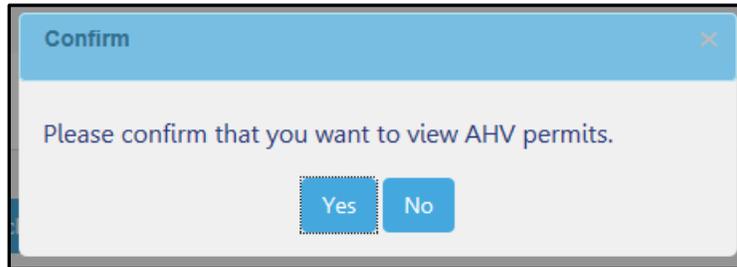
Tracking Number	Work Permit #	Sequence #	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action*
895369969	M00001105-I1-PL	1	Permit Issued	Plumbing	2016-06-28	KIRAN VALLABHANENI	Select Action Create AHV Print Work Permit Renew Work Permit

### View AHV Permits from Job Filing Search

To view the AHV permits for a job filing on the Job Filing Search tab, from the **Filing Action** column select **Get AHV Permits**.

Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional L.	Filing Action*
M00000826	I1	New Job Filing	6 park place	Manhattan	Permit Entire	4/1/2016 2:02:27 PM	TEST SPRUCE	Select Action Subsequent Filing PAA Get Work Permits Get AHV Permits Create Work Permit
M00000826	P1	PAA	6 park place	Manhattan	Pre-Filing	7/1/2016 8:18:18 PM	TEST SPRUCE	

The following notification will appear after your selection. Click **Yes**.



A new sub-grid will appear underneath the main grid displaying all of the AHV permits for the job filing.

Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional L.	Filing Action
M00000826	I1	New Job Filing	6 park place	Manhattan	Permit Entire	4/1/2016 2:02:27 PM	TEST SPRUCE	Select Action
M00000826	P1	PAA	6 park place	Manhattan	Pre-Filing	7/1/2016 8:18:18 PM	TEST SPRUCE	Select Action

Total Items: 2

AHV Permit #	Work Permit ID	JobFiling #	AHV Permit Status	Created Date	Filing Action
M1792092	M00000826-I1-PL	M00000826-I1	AHV Permit Issued	4/1/2016 12:41:52 PM	Select Action Print AHV Permit Renew AHV Permit

From the **Filing Action** column you can select the following actions:

1. Print AHV Permit

## Sorting and Displaying Columns

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

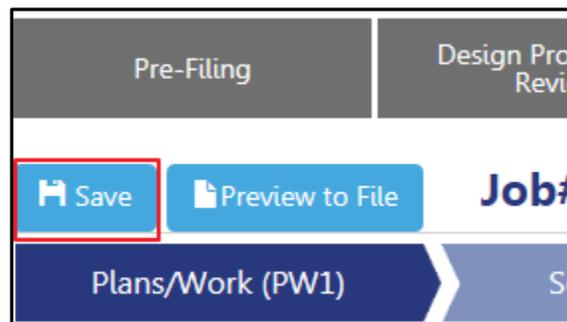
The screenshot shows the 'Job Filing Search' interface. At the top, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. Below the tabs is a table with columns: Job # - Filing #, Filing Status, Address, Borough, Design Professional, Owner, Created Date, Modified Date, Payment Status, Filing Action, and View. A red box highlights the 'Address' column header with a '1' annotation. A red box highlights the search input field below the 'Address' column with a '2' annotation. A red box highlights the 'Columns' dropdown menu on the right side of the table with a '3' annotation. The table contains several rows of job filing data.

Job # - Filing #	Filing Status	Address	Borough	Design Professional	Owner	Created Date	Modified Date	Payment Status	Filing Action	View
M00001139 - I1	Pre-Filing	282 broadway	Manhattan	JOE ADAM		07/08/2016 10:03:5...	7/8/2016 3:10:08 PM	Due	Se	
M00001144 - I1	Plan Examiner Review in Process	200 vesev st	Manhattan	JOE ADAM	APPLE ROME	07/08/2016 05:31:5...	7/8/2016 5:51:38 PM	Exempted	Se	
M00001140 - P6	Pre-Filing	137 centre street	Manhattan	JOE ADAM	APPLE ROME	07/08/2016 04:33:1...	7/9/2016 1:59:32 PM	Paid	Se	
M00001142 - I1	Prof Cert QA Review in Process	200 vesev st	Manhattan	TESTING123 DOB	APPLE ROME	07/08/2016 02:01:0...	7/8/2016 3:34:43 PM	Exempted	Se	
M00001125 - P1	Pre-Filing	137 centre street	Manhattan	BUILD1 DEP	APPLE ROME	07/07/2016 12:18:3...	7/7/2016 10:33:37...	Due	Se	
M00001125 - I1	Approved	137 centre street	Manhattan	BUILD1 DEP	APPLE ROME	07/07/2016 12:00:0...	7/7/2016 10:33:38...	Paid	Se	
M00001131 - P1	Pre-Filing	137 centre street	Manhattan	BUILD1 DEP	APPLE ROME	07/07/2016 11:54:4...	7/7/2016 3:25:34 PM	Due	Se	
M00001131 - I1	Approved	137 centre street	Manhattan	JOE ADAM	APPLE ROME	07/07/2016 11:19:0...	7/8/2016 9:30:49 AM	Paid	Se	

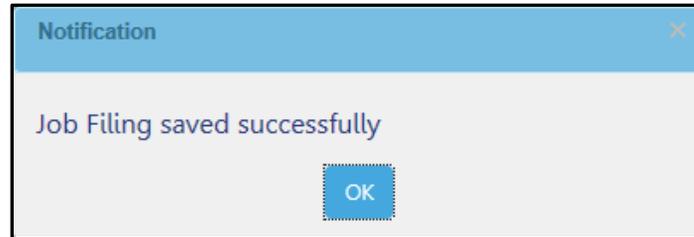
- Column Sort:** Click the **dropdown button** next to each column to sort the results by ascending or descending order.
- Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the Borough column, only jobs in Queens will be displayed.
- Column Editor:** Pick which columns are displayed or hidden on the grid. (✗ indicates hidden, ✓ indicates displayed.)

## Save Function

It is important that you save your job filing any time you make changes, otherwise your changes will be lost.

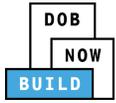


If you're creating a new filing you'll need to complete the **Location Information**, **Applicant Information**, and **Job Description** sections in order to save it the first time. The following message will appear when you save successfully:



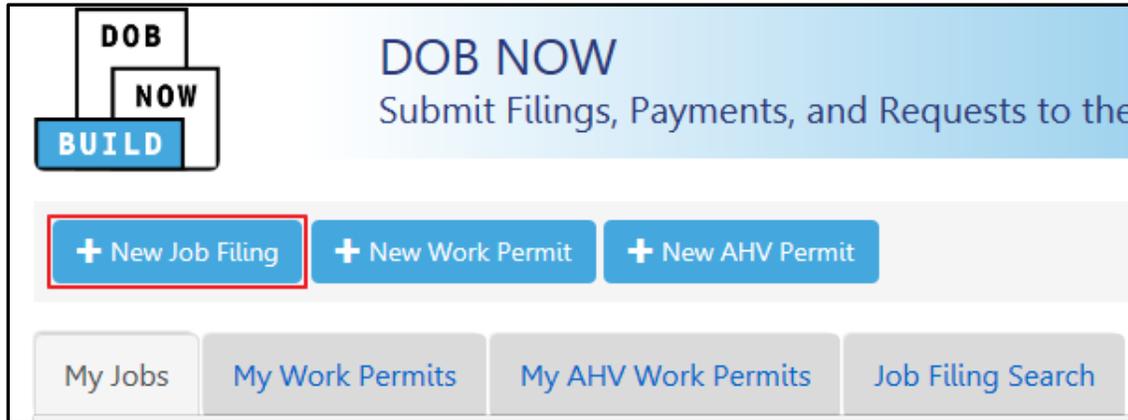
If you have not yet completed the required fields, you'll receive the message below, which specifies what sections still need to be completed:





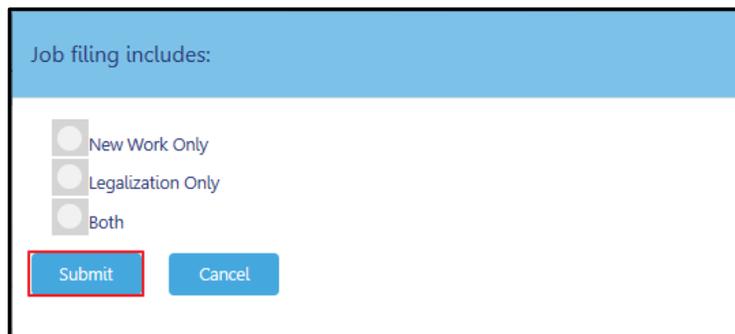
## Enter a New Job Filing

This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ New Job Filing** button located in the upper right on the dashboard screen.



A Dialog Box with the following options will open:

- **New Work Only:** Select this option when submitting an application for new work only\*
- **Legalization Only:** Select this option when submitting an application for legalization only\*
- **Both:** Select this option when submitting an application for both new work and legalization\*



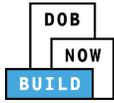
Select the type of job filing from the list and click on **Submit**.

Clicking on **Cancel** will return you to the dashboard.

*\*If you need to change your selection, you will be able to do so once the form opens.*

Currently, there can only be one Design Professional, Filing Representative and Owner assigned per filing on the Portal. However, the Filing Representative and Contractor can be changed (only if permit has not been issued) through a Post Approval Amendment (PAA).

If a job filing has been submitted in DOB NOW: *Build* but NOT approved, it is possible to make corrections to the filing. Owners can initiate and save corrections, but the Design Professional will need to review and resubmit the filing.



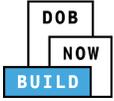
## Job Filing Screen

### 1. New Filing

After starting a new job filing the Job Filing screen will appear. Once you begin adding details, additional forms may appear. You will only be able to save after completing Sections 1, 2, and 11 in the Plan/Work (PW1) form. A job number will be generated after saving the first time.

### 2. In Progress Filing

After you enter and save your filing information the Job Filing screen will populate a job number, update the status of the filing, and new forms will be made visible based on information provided in the PW1.



## Job Filing

In the Job Filing screen you can check the status of the filing and view additional details. This section of the manual identifies key information in the Job Filing screen, divided into three main sections.

Pre-Filing
Design Professional Review
Plan Review
Plan Approved **A**
Permit Review
Permit
Signoff
Letter of Completion

Dashboard **B**

Save Preview to File **Job# M00001139 Filing# 11**

New Filing Payment History Trace History Property Profile

Plans/Work (PW1)
Scope of Work
Cost Affidavit (PW3)
Technical Report (TR1)
Technical Report Energy (TR8)
Documents
Work Permit (PW2)
Statements & Signatures

**Application Highlights **C****

Location	282 BROADWAY
	MANHATTAN 10007
Job Number	M00001139
Filing Number	11
Estimated Job Cost *	\$100,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing

**Fees**

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
PAAs	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$0.00</b>
Amount Paid	\$0.00
Amount Due	\$0.00

Pay Now

### 1. Location Information

House No(s) *	<input type="text" value="282"/>	Street Name *	<input type="text" value="BROADWAY"/>
Borough*	<input type="text" value="MANHATTAN"/>	Block*	<input type="text" value="153"/>
Lot *	<input type="text" value="1"/>	BIN*	<input type="text" value="1079215"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10007"/>
Apt. / Condo No(s)	<input type="text" value="153"/>	Work on Floor*	<input type="text" value="123"/>

### 2. Applicant Information

E-Mail*	<input type="text" value="AJCETEST@GMAIL.COM"/>	License Type*	<input type="text" value="Professional Engineer"/>
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	Middle Initial	<input type="text"/>
Business Name*	<input type="text" value="das"/>	Business Telephone	<input type="text" value="5455568622"/>
Business Address*	<input type="text" value="JA LLC"/>	Business Fax	<input type="text" value="1234567123"/>
City*	<input type="text" value="JERSEY CITY"/>	State*	<input type="text" value="NJ"/>
Zip*	<input type="text" value="07302"/>	Mobile Telephone	<input type="text" value="5455568622"/>

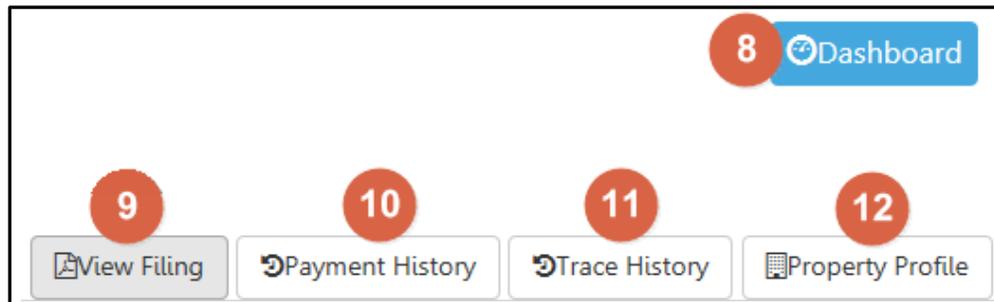
### 3. Filing Representative

E-Mail	<input type="text" value="Enter email/username..."/>	Registration Number	<input type="text"/>
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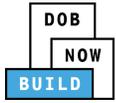
## Section A

1. **Filing Progress:** The highlighted status indicates the current status of the job filing. A filing will always start with a status of “Pre-Filing” . The filing will be assigned different statuses as it moves through the filing process.
2. **Save:** Save information that was entered.
3. **Preview to File:** Provides the summary of the job filing details, and requires the Design Professional to provide acknowledgment before it can be filed with DOB. Only the Design Professional will be able to click this button.
4. **Job #:** Job # of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved. The starting letter signifies the borough where job is located.
  - a. M: Manhattan
  - b. X: Bronx
  - c. B: Brooklyn
  - d. Q: Queens
  - e. S: Staten Island
5. **Filing #:** The specific filing # for the job selected. The letter at the start signifies the filing type:
  - a. **I** :Initial
  - b. **P**: PAA
  - c. **S**: Subsequent Filing
6. **Filing Forms:** Lists all of the forms that need to be completed for the job. The default form shown when opening a job filing will always be **Plans/Work (PW1)**.
7. **Form Sections:** Sections for each form that you need to complete.

## Section B



8. **Dashboard:** Returns you to the dashboard.
9. **View Filing:** Exports the job filing information entered into a PDF document. This feature is only available after filing the job in DOB NOW: *Build*.
10. **Payment History:** View past invoices and payments.
11. **Trace History:** View DOB actions taken on the filing (these will occur after the filing has been submitted to DOB).
12. **Property Profile:** View general property profile information of the location associated with the job.



**Section C**

<b>Application Highlights</b> <span>13</span>	
Location	282 BROADWAY MANHATTAN 10007
Job Number	M00001139
Filing Number	11
Estimated Job Cost *	\$100,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing

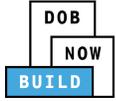
  

<b>Fees</b> <span>14</span>	
New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$0.00</b>
Amount Paid	\$0.00
Amount Due	\$0.00

[Pay Now](#) 15

- 13. **Application Highlights:** Summary information on the filing, status will update as you proceed.
- 14. **Fees:** Fee information associated to the filing.
- 15. **Pay Now:** Click to pay any fees associated with the filing. Clicking the **Pay Now** button will take you to a secure 3<sup>rd</sup> party payment screen.



## Initial Job Filing

The sections below provide instructions for completing the forms that need to be submitted as part of an initial job filing. The list of forms includes:

- Plan/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Required Documents
- EN2
- Work Permit (PW2)

Based on your specific filing type, you may not be required to complete each form.

## Plan/Work (PW1)

The Plan/Work (PW1) is filed with DOB to begin the application process. It's the first tab you see on the job filing page. The following sections of the user manual provide details on the PW1 with instructions on how to complete each section.

Save your job filing frequently to make sure no information is lost. The save button is enabled after you have completed the following sections on the PW1 form:

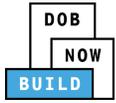
- Location Information(Section 1)
- Applicant Information (Section 2)
- Job Description (Section 11)

After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: *Build* dashboard.

## Location Information

Enter the information in the following required fields:

1. **House No(s)**
2. **Street Name**
3. **Borough**
4. **Block**
5. **Lot**
6. **Work on Floor**
7. **Apt./Condo No(s) (Optional)**



After the first time you save the filing, the **BIN**, **C.B. No.** (Community Board), and **Zip** number will automatically update based on the values you enter in the fields above. The **Apt./Condo No(s)** field is optional and should be completed if they apply to your job.

1. Location Information			
House No(s) *	<input type="text" value="280"/>	Street Name *	<input type="text" value="BROADWAY"/>
Borough*	<input type="text" value="MANHATTAN"/>	Block*	<input type="text" value="153"/>
Lot *	<input type="text" value="1"/>	BIN*	<input type="text" value="1079215"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10007"/>
Apt. / Condo No(s)	<input type="text" value="105"/>	Work on Floor*	<input type="text" value="22"/>

## Applicant Information

Enter the information in the following required fields for the Design Professional (Professional Engineer or Registered Architect) that will be submitting the job.

1. E-mail
2. License Type
3. Business Name

2. Applicant Information			
E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*	<input type="text" value="PE"/>
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	Middle Initial	<input type="text"/>
Business Name*	<input type="text" value="Hello Inc."/>	Business Telephone	<input type="text" value="4564551254"/>
Business Address*	<input type="text" value="JA LLC"/>	Business Fax	<input type="text"/>
City*	<input type="text" value="JERSEY CITY"/>	State*	<input type="text" value="NJ"/>
Zip*	<input type="text" value="07302"/>	Mobile Telephone	<input type="text" value="4564551254"/>

The greyed out fields will be updated based on the email entered. *Please note that the email address entered on this screen must match the email address associated with a confirmed eFiling account.*

## Filing Representative

Enter the email of the Filing Representative associated with this job filing (optional, enter only if using a Filing Representative).

1. E-Mail
2. Business Name

The remaining fields will be auto-populated after the email has been entered. *Please note that the email address entered on this screen must match the email address associated with a confirmed eFiling account.*

3. Filing Representative			
E-Mail	<input type="text" value="sfacetest@gmail.com"/>	Registration Number	<input type="text"/>
First Name	<input type="text" value="SAM"/>	Middle Initial	<input type="text"/>
Last Name	<input type="text" value="FACE"/>	Business Name	<input type="text" value="SF"/>
Business Telephone	<input type="text" value="4258885555"/>	Business Address	<input type="text" value="SF LLC"/>
Business Fax	<input type="text"/>	City	<input type="text" value="NYC"/>
State	<input type="text" value="NY"/>	Zip	<input type="text" value="10009"/>
Mobile Telephone	<input type="text"/>		

## Filing Review Type

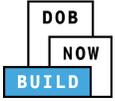
Select an option from the **Filing Review Type** dropdown to identify the type of filing review - Standard Plan Examination or Professional Certification.

4. Filing Review Type*
<input type="text" value="select type"/> Standard Plan Examination Professional Certification

## Work Types

On the Work Types screen, the Filing Included section will display the selections that were previously submitted when the Job Filing was created. If you want to change this filing type you can select another option here.

The New Work section will display the work types available in DOB NOW: *Build*. You are required to check off all the work types that are part of your filing. If the filing includes new work and legalization, there will be separate work type checkboxes for each filing.



For **New Work Only**, select

1. **Filing Included:** New Work Only
2. **New Work:** Select the new work types that apply

**6. Work Types\***

Filing Included: 1

New Work Only  
 Legalization Only  
 Both

New Work:\* 2

PL - Plumbing	<input type="checkbox"/>	SP - Sprinkler	<input type="checkbox"/>
---------------	--------------------------	----------------	--------------------------

For **Legalization Only**, select

1. **Filing Included:** Legalization Only
2. **Legalization Work:** Select the legalization work types that apply

**6. Work Types\***

Filing Included: 1

New Work Only  
 Legalization Only  
 Both

Legalization Work:\* 2

PL - Plumbing	<input type="checkbox"/>	SP - Sprinkler	<input type="checkbox"/>
---------------	--------------------------	----------------	--------------------------

For **Both**, select

1. **Filing Included:** Both (includes New Work and Legalization)
2. **New and Legalization Work:** Select the new and legalization work types that apply

**6. Work Types\***

Filing Included: 1

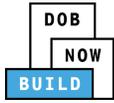
New Work Only  
 Legalization Only  
 Both

New Work:\* 2

PL - Plumbing	<input type="checkbox"/>	SP - Sprinkler	<input type="checkbox"/>
---------------	--------------------------	----------------	--------------------------

Legalization Work:\*

PL - Plumbing	<input type="checkbox"/>	SP - Sprinkler	<input type="checkbox"/>
---------------	--------------------------	----------------	--------------------------



## Additional Information

Enter the information in the following required fields:

- Building Type:** select 1,2,3 Family or Other from the dropdown menu.
- Estimated New Work Cost (\$):** Enter the estimated cost of the new work scope of work. Values entered must be numerical for dollar amounts.
- Estimated Legalization Job Cost (\$):** Enter the estimated cost of the legalization scope of work. Values entered must be numerical for dollar amounts.
- Total New Work Construction Floor Area:** The estimated construction floor area of the new work scope of work, values must be numerical. Entering value is not required for filing.
- Total Legalization Construction Floor Area:** The estimated construction floor area of the legalization scope of work, values must be numerical. Entering value is not required for filing.
- Is this job in conjunction with a NB job filed in BIS?:** If you are filing a plumbing or sprinkler job in conjunction with an NB or Alt1 job, you must select “Yes” here, and enter the associated job number(s) as described in item 7 below.
- Related BIS Job Number:** Enter related BIS job numbers. Up to 5 job numbers can be entered. This field will only appear if you selected YES for the previous item (6).
- Click **Estimate Fees** to see an estimate of the fees due. The Total Fees in the Fees section will also display the fees due.

**8. Additional Information**

Building Type\*  1

Estimated New Work Costs (\$) \*  2

Estimated Legalization Job Cost\$\*  3

Total New Work Construction Floor Area  4

Total Legalization Construction Floor Area  5

Is this job in conjunction with a NB job filed in BIS? \*  Yes  No 6

Related BIS Job Number:\*  7  
(Upto 5 BIS jobs can be entered with comma separation)

Total Fee:  8

## Additional Considerations, Limitations, or Restrictions

Check the boxes that apply to your job. Provide a “Yes” or “No” answer for each item listed.

**9. Additional Considerations, Limitations or Restrictions**

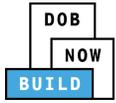
Review is requested under which building code\*?  2014  2008

Little "E" or RD Site\*  Yes  No

Unmapped/CCO Street\*  Yes  No

Requesting legalization of work where no work without a permit violations have been issued\*  Yes  No

Work includes permanent removal of standpipe, sprinkler or fire suppression related systems\*  Yes  No



## NYCECC Compliance

Select the NYCECC compliance that applies to the filing. Pick either the first or second statement.

**10. NYCECC Compliance**

To the best of my knowledge, belief and professional judgement, all work under this application is in compliance with the NYCECC\*

To the best of my knowledge, belief and professional judgement, all work under this application is exempt from the NYCECC in accordance with one of the following (choose one):

If the first NYCECC Compliance statement is selected, a **Code compliance path** and an **Energy Analysis** drop down will appear. Select an option from the drop down menu options as it applies to your job.

**10. NYCECC Compliance**

To the best of my knowledge, belief and professional judgement, all work under this application is in compliance with the NYCECC\*

Code compliance path  Energy Analysis

To the best of my knowledge, belief and professional judgement, all work under this application is exempt from the NYCECC in accordance with one of the following (choose one):

If the second NYCECC Compliance statement is selected, a dropdown menu will appear. Select an option from the drop down menu options as it applies to your job.

**10. NYCECC Compliance**

To the best of my knowledge, belief and professional judgement, all work under this application is in compliance with the NYCECC\*

To the best of my knowledge, belief and professional judgement, all work under this application is exempt from the NYCECC in accordance with one of the following (choose one):

**11. Job Description**

## Job Description

Complete the **Job Description** section. If filing New Work and Legalization, then there will be two Job Description sections to enter the appropriate description.

**11. Job Description**

Job Description for New Work:

Job Description for Legalization:

## Building Characteristics

Enter the information in the following required fields:

1. Select an option for Mixed Use Building Type (either “Yes” or “No”) to classify the building type.
2. Enter the existing and proposed **Building Height**, **Building Stories**, and **Building Dwelling Units** data in the appropriate fields. You will only be able to enter a numeric value.

**13. Building Characteristics**

<p>Mixed Use Building Type* <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Existing</th> <th style="width: 35%;">Proposed</th> </tr> </thead> <tbody> <tr> <td>Building Height*</td> <td><input type="text" value="30"/></td> <td><input type="text" value="45"/></td> </tr> <tr> <td>Building Stories*</td> <td><input type="text" value="3"/></td> <td><input type="text" value="3"/></td> </tr> <tr> <td>Building Dwelling Units*</td> <td><input type="text" value="2"/></td> <td><input type="text" value="3"/></td> </tr> </tbody> </table>		Existing	Proposed	Building Height*	<input type="text" value="30"/>	<input type="text" value="45"/>	Building Stories*	<input type="text" value="3"/>	<input type="text" value="3"/>	Building Dwelling Units*	<input type="text" value="2"/>	<input type="text" value="3"/>
	Existing	Proposed											
Building Height*	<input type="text" value="30"/>	<input type="text" value="45"/>											
Building Stories*	<input type="text" value="3"/>	<input type="text" value="3"/>											
Building Dwelling Units*	<input type="text" value="2"/>	<input type="text" value="3"/>											

## Fire Protection Equipment

Select “Yes” or “No” for the existing and proposed **Fire Alarm**, **Fire Suppression**, and **Fire Sprinkler** equipment.

**18. Fire Protection Equipment**

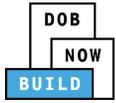
	Existing		Proposed	
	Yes	No	Yes	No
Fire Alarm	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fire Suppression	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sprinkler	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Asbestos Abatement Compliance

Select either the first, second or third statement as it applies to your job.

**22. Asbestos Abatement Compliance**

<input checked="" type="radio"/>	<p>The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection DEP</p>
<input type="radio"/>	<p>The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required</p>
<input type="radio"/>	<p>The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 25-106.1</p>



If you selected the second statement, the **DEP ACP-5 Control No.** field will appear, and you'll be required to enter the DEP ACP-5 Control number.

**22. Asbestos Abatement Compliance**

The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection DEP

The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required

DEP ACP-5 Control No.:

The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1

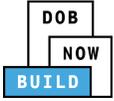
## Comments

Add general comments about the job filing. If the comment refers to a specific section on the form, indicate which section or question you are referencing.

**24. Comments\***

Walk in this building - given recent history - requires an asbestos abatement study.

Click **Save** after entering all the details.



## Scope of Work

This section of the user manual describes how to complete the Scope of Work form associated with your job filing. All planned work should be included in this form.

*Please note that you cannot select the work type in the Scope of Work screens. What is shown in the Scope of Work screens is based on your previous work type selection in Section 6 of PW1 form. If you need to change this information, you must change it on the PW1 first.*

### Add Scope of Work Items

1. If the job involves only New Work or only Legalization work, click on **+Add** to add items to the scope of work.
2. If the job involves both New Work and Legalization work, there will be two grids. Click on **+Add** to add items to the scope of work respectively for New Work and Legalization.

Plans/Work (PW1) > **Scope of Work** > Cost Affidavit (PW3) > Technical Report (TR1) > Documents > Work Permit (PW2)

New Work:

PL - Plumbing  SP - Sprinkler

**+Add** 1

Work Typ...	Category	Scope Includes	Created By...	Created On	PAA	Edit...	Del...	
-------------	----------	----------------	---------------	------------	-----	---------	--------	--

Total Items: 0

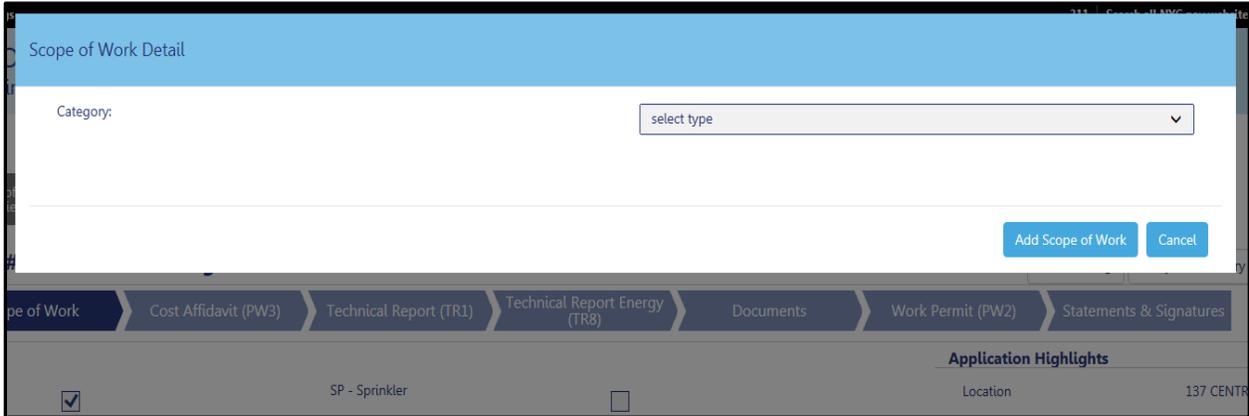
Legalization:

PL - Plumbing  SP - Sprinkler

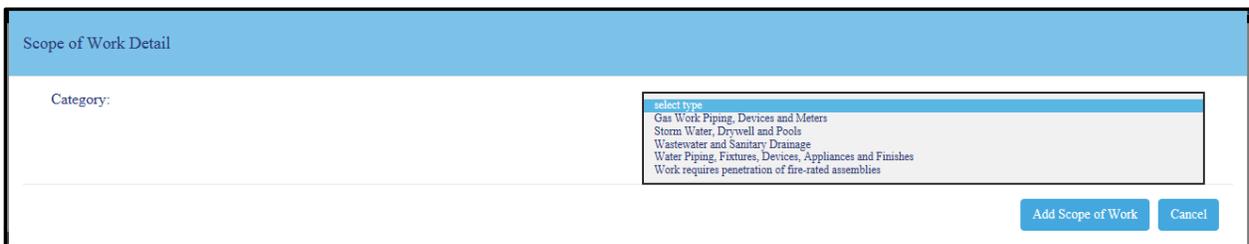
**+Add** 2

Work Typ...	Category	Scope Includes	Created By...	Created On	PAA	Edit...	Del...	
-------------	----------	----------------	---------------	------------	-----	---------	--------	--

3. A new window opens.



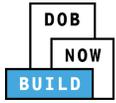
4. Select the applicable option from the **Category** dropdown. The list of categories available for selection is based on the work type selected on the PW1.



5. After selecting a **Category** option, a **Scope Includes** dropdown will appear. The list of available options is based on your previous selection of the **Category**.



6. Additional information will be needed for the selected scope of work. The information will vary depending on the selected **Category** and **Scope Includes** options. Below are two sample **Scope of Work** entries that show how the options selected in each field change based on previous selections.



### Sample # 1

Scope of Work Detail

Category: Storm Water, Drywell and Pools

Scope Includes: Private Storm

Detention/Retention Tank

Type: DryWell

Located At: 280

Add Scope of Work Cancel

### Sample # 2

Scope of Work Detail

Category: Work requires penetration of fire-rated assemblies

Scope Includes: Work requires penetration of fire-rated assemblies

Description: Description

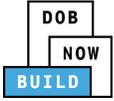
Add Scope of Work Cancel

7. After completing all fields, click on **Add Scope of Work**. If you want to cancel the item, click on **Cancel**.

Type: DryWell

Located At: 280

Add Scope of Work Cancel



- The item will now appear on the grid. Click **+Add** again to add additional scope of work items and follow the steps described above.

New Work:  
PL - Plumbing SP - Sprinkler ✓

**+Add**

Work Type...	Category	Scope Includes	Created By	Created On	PAA	Edit
Sprinkler	Indicate Type of Sprinkler System	Hazard Type			No	<a href="#">Edit</a>
Sprinkler	Sprinkler Work	Pumps			No	<a href="#">Edit</a>

Total Items: 2

- Click **Save** after entering the Scope of Work items.

## Edit or Delete Items

Once a work type has been added, you have the ability to edit or delete it. To do so, click on the **Edit** or **Delete** buttons on the right side of the grid.

New Work:

PL - Plumbing  SP - Sprinkler

+Add

Work Type...	Category	Scope Includes	Created By	Created On	PAA	Edit	Delete
Plumbing	Storm Water, Drywell and Pools	Private Storm			No	<a href="#">Edit</a>	<a href="#">Delete</a>
Sprinkler	Indicate Type of Sprinkler System	Hazard Type			No	<a href="#">Edit</a>	<a href="#">Delete</a>

Total Items: 2

If you click on **Edit**, a window will appear providing the option to make changes to the work type. After finishing the edits, click on **Add Scope of Work** to update it.

Scope of Work Detail

Category:

Scope Includes:

Clicking on the **Delete** button (  ) will remove the work type from the list.

You'll need to save the application for the changes to go into effect.

## Cost Affidavit (PW3)

The Cost Affidavit (PW3) form must be submitted for all applications where fees are assessed based upon construction costs. *Please note that you cannot select or change the work type in the Cost Affidavit screens. What is shown in the Cost Affidavit screens is based on your work type selection in Section 6 of PW1 form. If you need to change this information, you must change it on the PW1 first.*

### Reason for Filing

Displays the reason for filing – defaults to **Initial Filing** for new work and will update automatically based on the filing action taken.

**1. Reason For Filing**

Initial Filing

### Cost Details

In the Cost Details screen you can add unit costs for each category of work. This section identifies key information in the Cost Details screen.

The screenshot shows the '3. Cost Details' interface. At the top, there is a 'New Work' checkbox (1) and a 'Category of Work\*' dropdown menu (2) showing 'PL - Plumbing' and 'SP - Sprinkler'. Below this is a '+Add' button (3). A table (4) lists the added items with columns for Category of Work, Description of Work, Area/Units, Unit Cost, Total Cost, and a Delete button (5). At the bottom, a summary table (6) shows 'Total Plumbing Cost', 'Total Sprinkler Cost', and 'Total Job Cost'.

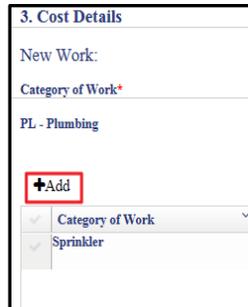
Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Delete
Plumbing	Installation of stove	1	\$5,000.00	\$5,000.00	Delete

Total Plumbing Cost	\$5,000.00
Total Sprinkler Cost	\$0.00
Total Job Cost	\$5,000.00

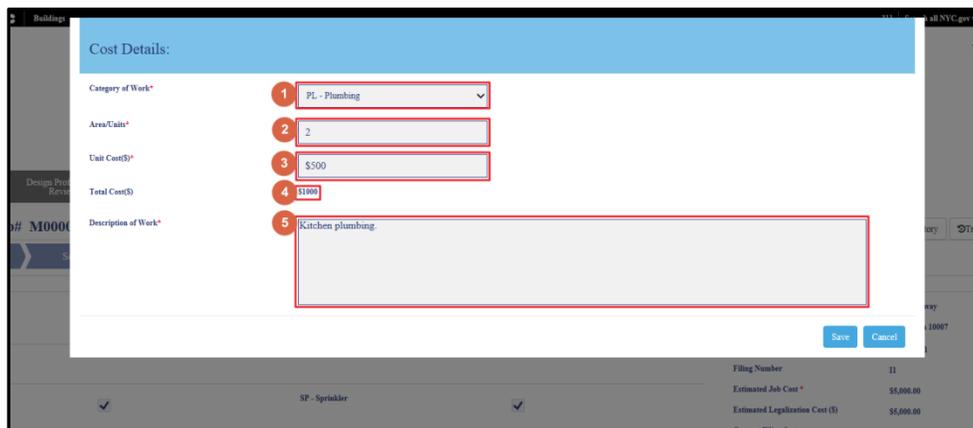
- 1. Work Type** – Indicates the work type; if both New Work and Legalization work is planned under this job, the details of each type of work will be displayed in two separate sections.
- 2. Category of Work** – Displays the categories selected in the PW1 section.
- 3. +Add** – Click to add a new cost item.
- 4. List of Items** – Any entered items are displayed in this section, with the description of work, units, unit cost and total cost
- 5. Delete** – Click to delete the cost item.
- 6. Total Cost Information** – Totals the total cost of all items by work category.

## Add Cost Item

1. Click on the **+Add** button.



2. A new Cost Details window will open.



3. Enter the following required fields:
  - 1) **Category of Work** – Select the category of work.
  - 2) **Area/Units** – Enter either the area or number of units based on the selected work type. The area option refers to square feet. The units option refers to the number of a particular of item (ex: sprinkler heads) to complete the work.
  - 3) **Unit Cost (\$)** – Enter the price associated with the area/units.
  - 4) **Total Cost (\$)** – Total cost; calculated using the area/units and unit cost entered in the previous fields.
  - 5) **Description of Work** – Briefly describe the work that will be done for this item.

4. Click on **Save** after entering all the fields.

**Cost Details:**

Category of Work\* PL - Plumbing

Area/Units\* 500

Unit Cost(\$)\* \$2

Total Cost(\$)  
\$1000

Description of Work\* Kitchen Plumbing.

Save
Cancel

5. The item will now be added to the Category of Work list.

+Add	Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
	Plumbing	Kitchen plumbing.	2	\$500.00	\$1,000.00	Edit	Delete

## Edit or Delete Items

Once the cost details for a work type have been added, you have the ability to edit or delete it. To do so, click on the **Edit** or **Delete** buttons on the right side of the grid.

**3. Cost Details**

New Work:

Category of Work\*

PL - Plumbing  SP - Sprinkler

+Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
Plumbing	Plumbing	10	\$500.00	\$5,000.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

If you click on **Edit**, a window will appear providing the option to make changes to the cost details. After finishing the edits, click on **Save**.

Cost Details:

Category of Work\* PL - Plumbing

Area/Units\* 100

Unit Cost(\$)\* \$500

Total Cost(\$) \$50000

Description of Work\* Plumbing

Clicking on the **Delete** button () will bring up a message asking you to confirm that you wish to delete the item.

Click **Yes** if you want to delete it.

**Confirm**

Are you sure you want to delete this item?

You'll need to save the application for the changes to go into effect.

## Technical Report (TR1)

The Technical Report (TR1) needs to be completed to show compliance for all inspections/tests required for the related job, in accordance with the New York City Construction Codes.

Certain sections can only be completed by the Special Inspector or the Progress Inspector associated with the filing, and these parts will be indicated in the instructions below.

### Applicant Information

Owners cannot make a selection for the “Applicant Type.” This will need to be done by the designated Design Professional or Inspector on the job filing.

**2. Applicant Information**

Applicant Type\*

Are you a Design Professional?

Are you a Progress Inspector?

Are you a Special Inspector?

### Special Inspection Categories for New Work/Legalization

Add special inspection categories for the job filing. If you are not the Special Inspector, you will only be able to add a requirement and then the Special Inspector will need to log into DOB NOW:Build to complete certain fields in this section.

*Please note that New Work and Legalization will be displayed in separate sections and grids, as 3a. and 3b., respectively.*

**3a. Special Inspection Categories For New Work**

Requirement	Agency	Identified	Certified	Withdra	Special Inspector	PAA	Created On	Edit	Delete	Seal & Sign
Electrical Motors		No	No	No	APPLE ROME	No	2016-05-25...	Edit	🗑️	Required
Post-Installed Anchors	12345	Yes	No	No	JOE ADAM	No	2016-05-27...	Edit	🗑️	Required
High Pressure Fuel-Gas...	12345	Yes	No	No	JOE ADAM	No	2016-05-27...	Edit	🗑️	Required

- +Add:** Click to add new special inspection categories.
- Special Inspection Category Requirement:** Displays the list of previously entered Special inspection requirements.
- Edit:** Used to edit the existing requirement. Only the Special Inspector can make edits.
- Delete:** Click to delete an existing requirement. If a Special Inspector has been selected and the filing saved, you will not be able to delete the requirement.
- Seal and Signature Upload:** Used to upload the seal and signature of the Special Inspector. Only the Special Inspector can click it.

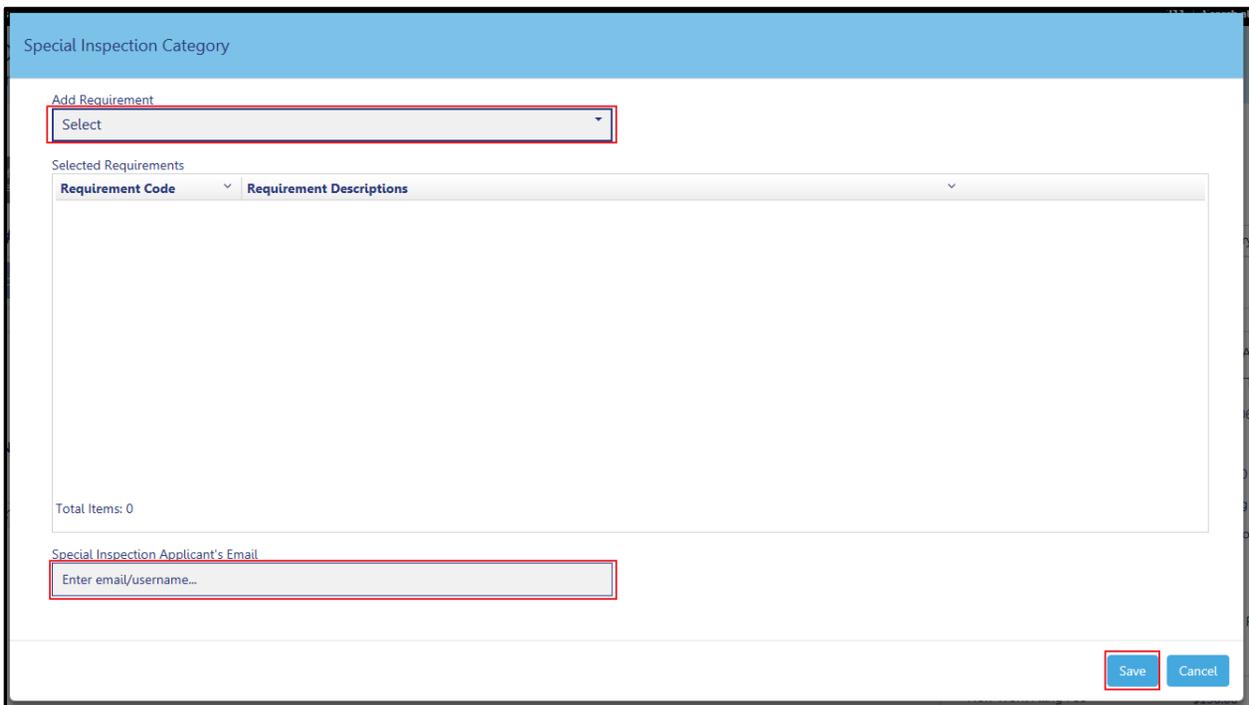
## Add Special Inspection Category

To add a new special inspection category, click on the **+Add** button.



### Instructions for non-Special Inspectors

Clicking on **+Add** will make the following form open:



Special Inspection Category

Add Requirement  
Select

Selected Requirements

Requirement Code	Requirement Descriptions
------------------	--------------------------

Total Items: 0

Special Inspection Applicant's Email  
Enter email/username...

Save Cancel

1. Click on the **Add Requirement** dropdown to select from the list of Requirements.

2. Click on the requirements you want to select. Additionally, you can search for the requirement by typing it into the search field (A). You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
3. The number of requirements selected will be displayed at the top.
4. After selecting your requirements, click anywhere on the screen with your mouse and the table will be updated with the requirements selected.

Requirement Code	Requirement Descriptions
BC 1704.22	Soil Percolation Test - Individual On-Site Private Sewage Disposal Systems
BC 1704.32	Post-Installed Anchors

5. The requirements selected will appear in the table. If you need to add or remove any requirements, click on the **Add Requirement** dropdown again.
6. Enter the Special Inspector's email address.

7. Click **Save**.
8. The entered requirements will be on the TR1 form:

**3a. Special Inspection Categories For New Work**

+Add

Requirement	Agency	Identified	Certified	Withdra	Special Inspector	PAA	Created On	Edit	Delet	Seal & Sign
Post-Installed Anchors		No	No	No	TESTING123 DOB	No	2016-06-27...	Edit	🗑	📄 Required
Soil Percolation Test - I...		No	No	No	TESTING123 DOB	No	2016-06-27...	Edit	🗑	📄 Required

9. The Special Inspector will need to login and provide the remaining details and upload his/her seal and signature.

### Progress Inspection Categories for New Work/Legalization

Add progress inspection categories for the job filing. If you are not the Progress Inspector, you will only be able to add a requirement and then the Progress Inspector will need to log into DOB NOW: *Build* to complete certain fields in this section.

*Please note that New Work and Legalization will be displayed in separate sections and grids, as 4a. and 4b., respectively.*

**4a. Progress Inspection Categories**

+Add

Requirement	Identified	Certified	Withdraw	Progress Inspector	PAA	Created On	Edit	Delet	Seal & Sign
Electrical Motors	No	No	No	APPLE ROME	No	2016-05-25	Edit	🗑	📄 Required

1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete**: Click to delete an existing requirement. If a Progress Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload**: Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

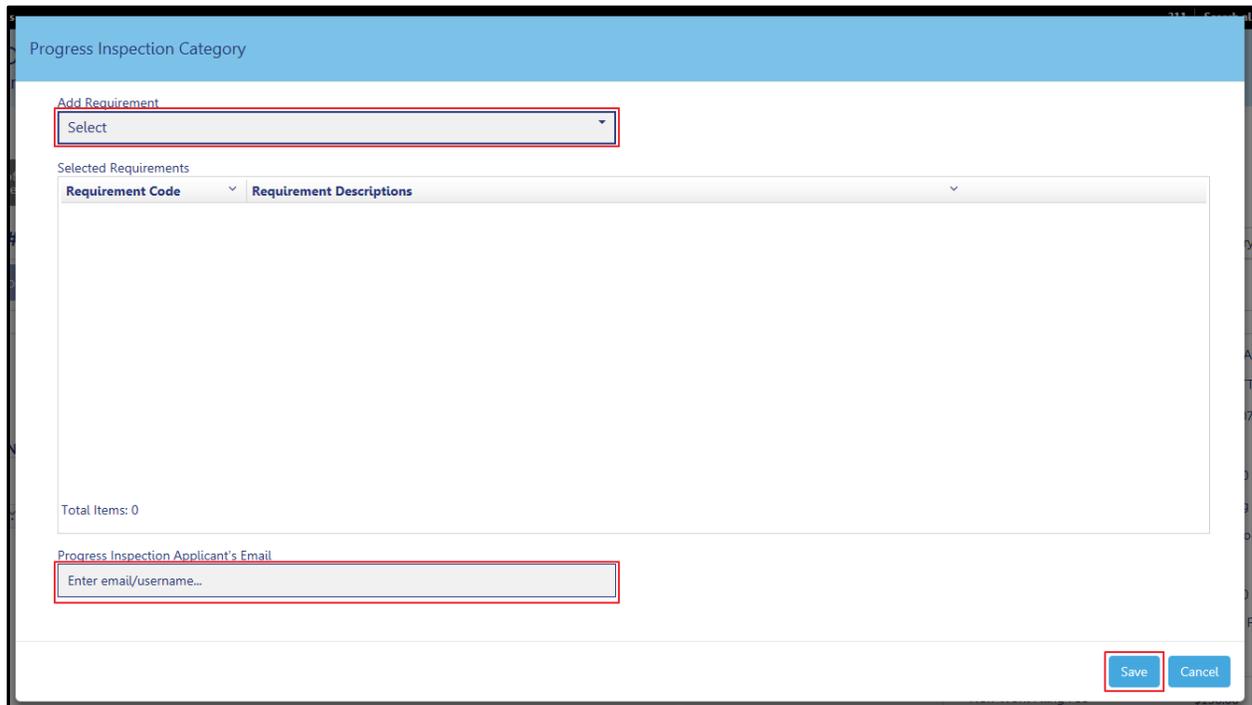
## Add Progress Inspection Category

To add a new progress inspection category, click on the **+Add** button.



### Instructions for non-Progress Inspectors

Clicking on **+Add** will make the following form open:



The screenshot shows the "Progress Inspection Category" form. It has a blue header bar with the title "Progress Inspection Category". Below the header, there is a section titled "Add Requirement" with a dropdown menu showing "Select". Below that is a section titled "Selected Requirements" with a table. The table has two columns: "Requirement Code" and "Requirement Descriptions". Below the table, it says "Total Items: 0". At the bottom, there is a section titled "Progress Inspection Applicant's Email" with a text input field containing "Enter email/username...". In the bottom right corner, there are two buttons: "Save" and "Cancel".

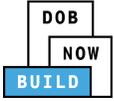
1. Click on the **Add Requirement** dropdown to select from the list of Requirements.

2. Click on the requirements you want to select. Additionally, you can search for the requirement by typing it into the search field. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
3. The number of requirements selected will be displayed at the top.
4. After selecting your requirements, click anywhere on the screen with your mouse and the table will be updated with the requirements selected.

Requirement Code	Requirement Descriptions
28-116.2.4.2, BC 110.5, and 1...	Final
BC 110.3.5	Energy Code Compliance Inspections

5. The requirements selected will appear in the table. If you need to add or remove any requirements, click on the **Add Requirement** dropdown again.
6. Enter the Progress Inspector's email address.

7. Click **Save**.



8. The entered requirements will be on the TR1 form:

4. Progress Inspection Categories										
+Add										
Requirement	Identified?	Certified?	Withdraw?	Progress Inspector?	PAA?	Created On?	Edit?	Delet?	Seal & Sign?	
Final	No	No	No	testspruce9@gmail.com	No		Edit	🗑		
Energy Code Compliance Ins...	No	No	No	testspruce9@gmail.com	No		Edit	🗑		

9. The Progress Inspector will need to login and provide the remaining details and upload his/her seal and signature.

## Technical Report Energy (TR8)

The TR8 form will only appear as part of the filing if you selected NYCECC or ASHRAE as a choice for the Code Compliance Path in *Section 10* of the **PW1** form. This section guides you through how to complete the TR8 form.

### Applicant Information

Owners cannot make a selection for the “Applicant Information.” This will need to be done by the designated Design Professional or Progress Inspector on the job filing.

**2. Applicant Information**

Applicant Type\*

Are you a Design Professional?  Are you a Progress Inspector?

### Energy Code Progress Inspection For New Work/Legalization

Add progress inspection categories for the job filing. Only the Progress Inspector will be able to complete this section fully.

*Please note that New Work and Legalization will be displayed in separate sections and grids.*

**3. Energy Code Progress Inspection For New Work**

Requirement	Identified...	Certified	Withdrawn...	Progress Inspector...	PAA...	Created On...	Edit...	Delete...	Seal & Sign...
Electrical Energy Consum...	Yes	No	No	JOE ADAM	No	2016-05-23	Edit	Delete	Required

1. **+Add:** Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement:** Displays previously entered Progress inspection requirements.
3. **Edit:** Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If you are not the Progress Inspector, you will only be able to delete requirements you created.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

## Add Energy Code Progress Inspection Category

To add a new energy code inspection category, click on the **+Add** button.



### Instructions for non-Progress Inspectors

Clicking on **+Add** will make the following form open:

The screenshot shows the "Energy Code Progress Inspection Category" form. It features a blue header bar with the title. Below the header is a section titled "Add Requirement" with a dropdown menu currently set to "Select". Underneath is a "Selected Requirements" section with a table header containing "Requirement Code" and "Requirement Descriptions". Below the table, it says "Total Items: 0". At the bottom of the form is a "Progress Inspection Applicant" section with a text input field labeled "Enter email/username...". In the bottom right corner, there are "Save" and "Cancel" buttons.

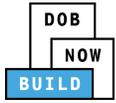
1. Click on the **Add Requirement** dropdown to select from the list of Requirements.

2. Click on the requirements you want to select. Additionally, you can search for the requirement by typing it into the search field. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
3. The number of requirements selected will be displayed at the top.
4. After selecting your requirements, click anywhere on the screen with your mouse and the table will be updated with the requirements selected.

Requirement Code	Requirement Descriptions
(IB5), (IIB5) Table Reference i...	HVAC Insulation and Sealing
IIC7 Table Reference in 1RC...	Electrical Motors

5. The requirements selected will appear in the table. If you need to add or remove any requirements, click on the **Add Requirement** dropdown again to make the change.
6. Enter the Progress Inspector's email address.

7. Click **Save**.



8. The entered requirements will be on the TR8 form:

+Add										
Requirement	Identified...	Certified	Withdrawn..	Progress Inspector..	PAA..	Created On..	Edit..	Delet..	Seal & Sign..	
Electrical Energy Consum...	No	No	No	JOE ADAM	No	2016-06-23	Edit	🗑	📄 Required	
HVAC Insulation and Seal...	No	No	No	TESTING123 DOB	No		Edit	🗑		
Electrical Motors	No	No	No	TESTING123 DOB	No		Edit	🗑		

9. The Progress Inspector will need to login and provide the remaining details and upload his/her seal and signature.

## Documents

This section displays a list of required documents that need to be uploaded. The list of documents that need to be uploaded changes based on the content of each particular job filing.

Note that Owners are not able to upload the signatures and seals of Design Professionals.

In order to file your job, it is mandatory to upload all documents that have a status of “Approval” in the Prior to Status column.

If making a Professional Certification filing that includes a PW2, documents with a “Permit Issued” status in the Prior to Status column will also need to be uploaded before you can file.

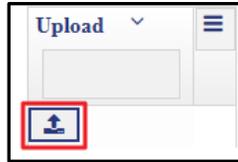
If the Required Documents list contains a document that you believe is not required, please contact DOB for further assistance.

Created On	Document Name	Document Status	Prior To Status	Upload
2016-06-23	ENVIRONMENTAL RESTR - OER NOTICE OF SATISFACTION S16	Pending	Approval	
2016-06-23	PLANS	Pending	Approval	
2016-06-23	DEP SANITARY SEWER CERTIFICATION (HCP/SC)	Pending	Approval	
2016-06-23	ENVIRONMENTAL RESTR - OER NOTICE TO PROCEED A16	Pending	Approval	
2016-06-23	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
2016-06-23	ASBESTOS: EXEMPTION (ASB4) 37A**	Pending	Approval	
2016-06-23	OTHER DOCUMENTS	Required	Signed Off	
2016-06-23	SEWER HOUSE CONNECTION SIGNOFF: DEP HC 02A	Required	Signed Off	

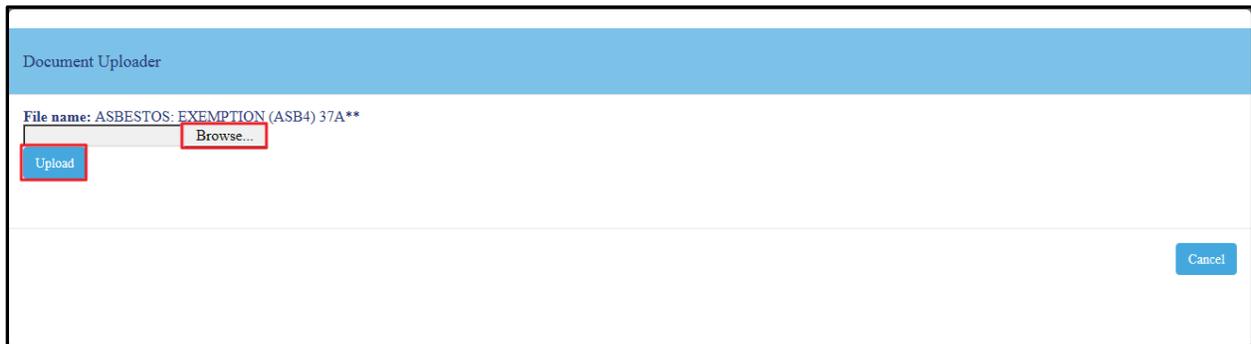
- Document Name:** Itemized list of documents.
- Document Status:** Specifies the status of the required document. The possible values are: Required, Pending, Submitted, and Accepted.
- Prior To Status:** Specifies the filing status prior to which the document should be submitted to DOB in order to satisfy the filing requirement at that stage of the process.
- Upload:** Allows you to upload the document. If the button is greyed out, then you will not be able to upload that document.

## Uploading Documents

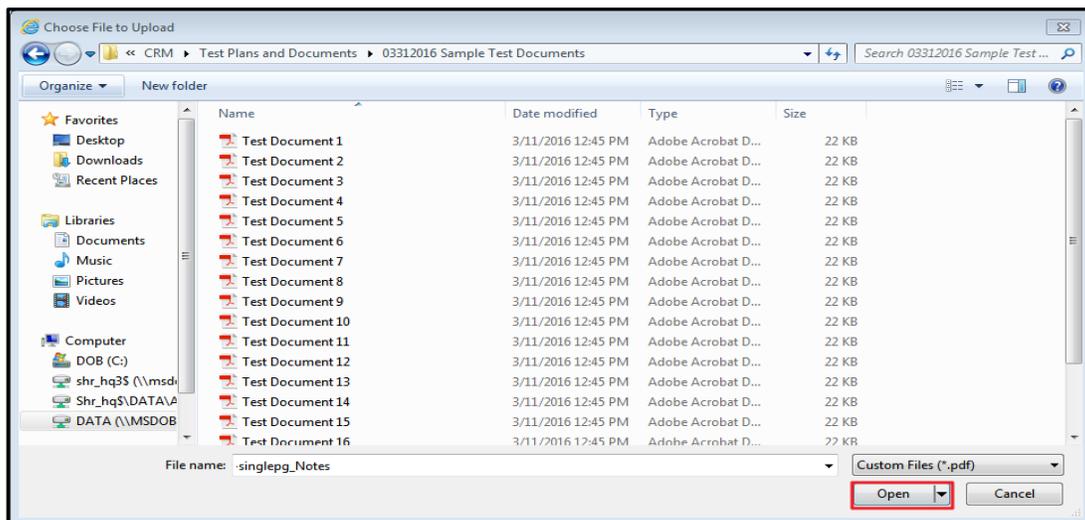
1. To upload a document, click on the **upload button**.



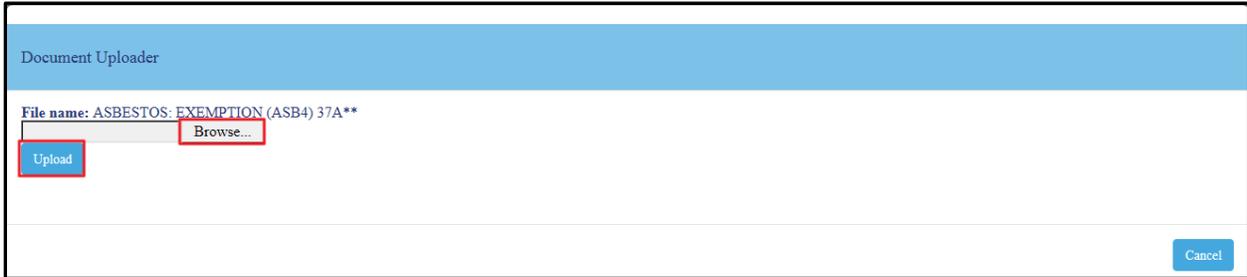
2. A sub-window opens as shown below. Click on **Browse** to locate the document.



3. A new file browser window will open. After locating the document you want to upload, click on **Open** to select the document. *Please note that you can only upload PDF and JPEG files and they need to be less than 250 MB in size.*

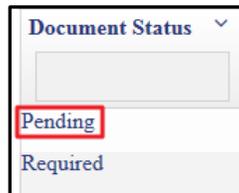


4. Click on **Upload** to upload the selected document.

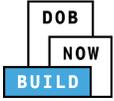


The screenshot shows a 'Document Uploader' interface. At the top, it says 'Document Uploader'. Below that, the file name is displayed as 'ASBESTOS: EXEMPTION (ASB4) 37A\*\*'. There is a text input field containing the file name and a 'Browse...' button next to it. Below the input field is an 'Upload' button. In the bottom right corner of the interface, there is a 'Cancel' button.

5. The status for that document will change to **Pending**.



The screenshot shows a 'Document Status' dropdown menu. The menu is open, showing two options: 'Pending' and 'Required'. The 'Pending' option is highlighted with a red box.



## EN2

The Progress Inspector(s) must certify on this form that the as-built values for energy in the building match the values in the last-approved Energy Analysis.

The EN2 tab will appear after the status for the filing is **Permit Entire**.

### As Built Energy Analysis For New Work/Legalization

As the Owner, you will only be able to view the EN2. You will not be able to insert any information. To view the EN2, click on **Edit**.

As Built Energy Analysis						
+Add						
Filing Included	Progress Inspector Name...	As BuiltInfor...	As BuillInformatio...	Edit	Delete..	Seal & Sign
<input checked="" type="checkbox"/> New Job	TEST SPRUCE	Yes	No	<span>Edit</span>		Required

The EN2 window will open and will be read-only.

EN2

**Filing Included**

New Work Only  
 Legalization Only

**1. Progress Inspector Information**

E-Mail*	<input type="text" value="TESTSPRUCE9@GMAIL.COM"/>	License Number*	<input type="text" value="038272"/>
License Type*	<input type="text" value="RA"/>	Last Name*	<input type="text" value="SPRUCE"/>
Middle Name	<input type="text"/>	First Name*	<input type="text" value="TEST"/>
Business Telephone	<input type="text"/>	Business Name*	<input type="text"/>
Business Fax	<input type="text"/>	Business Address*	<input type="text" value="TS LLC"/>
State*	<input type="text" value="NY"/>	City*	<input type="text" value="NYC"/>
Mobile Telephone	<input type="text"/>	Zip*	<input type="text" value="10007"/>

**3. As Built Information**

P/E/RA responsible for progress inspections, choose one below. \*

The as built conditions of the completed building conform to the original approved energy analysis and do not require a revised energy analysis

The energy analysis has been revised according to one of the statements below

**4. Progress Inspector's Statements**

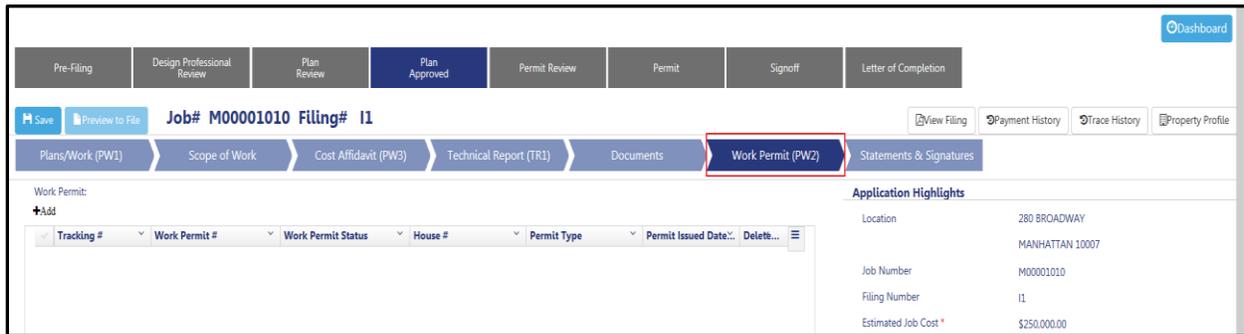
I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

## Work Permit (PW2)

The Work Permit (PW2) is filed with DOB to obtain a work permit. Navigate to the PW2 from the job filing page. Each Contractor associated with a job filing can pull their respective permits from DOB NOW: *Build*.

The following sections of the user manual provide instructions on how to complete the PW2.

As the Owner, you will be able to fill out the PW2 form and save it. Only the designated Contractor will be allowed to file the PW2.



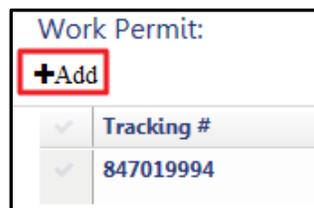
## Work Permit

1. **+Add:** Click to add a permit filing.
2. **Existing Permit:** Displays previously entered permit information and the permit status.
3. **Delete:** Click to delete a permit.

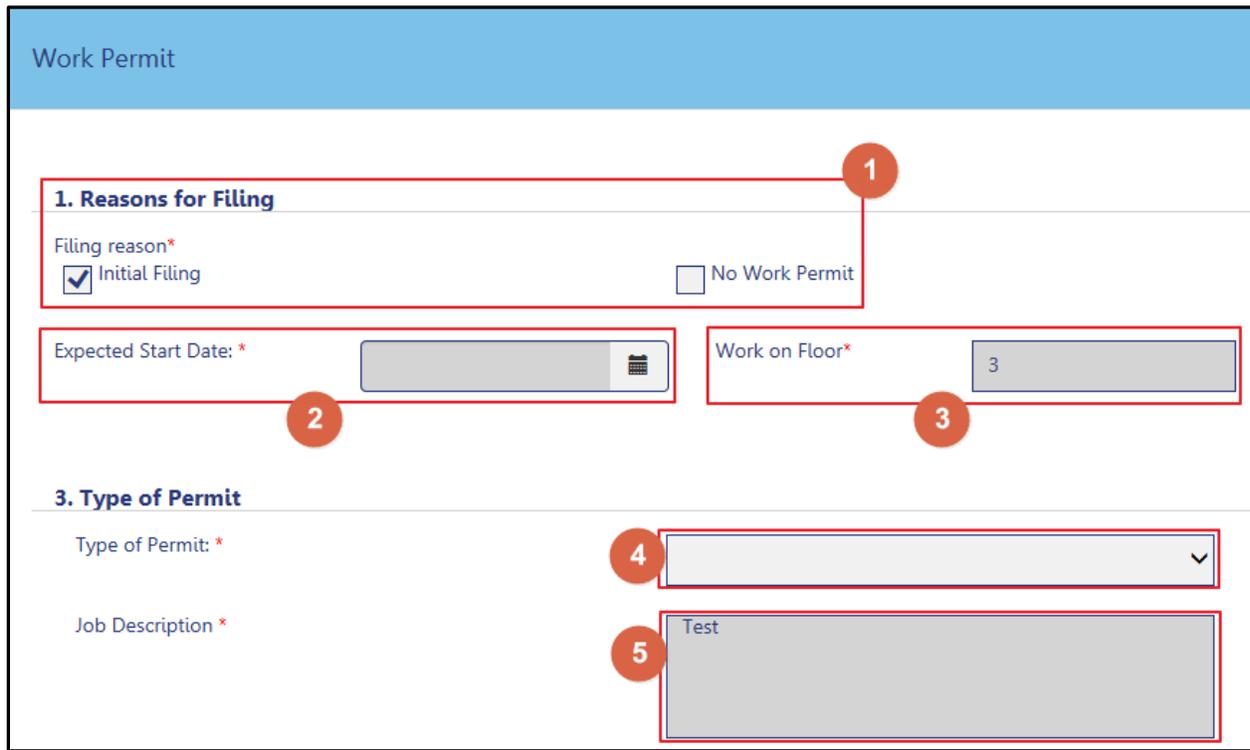


## Add a Permit Filing

1. Click on **+Add**



2. A new Work Permit window will open. Enter the required fields:



The screenshot shows a 'Work Permit' form with the following fields and callouts:

- 1. Reasons for Filing** (Callout 1):
  - Filing reason\*
    - Initial Filing
    - No Work Permit
- Expected Start Date: \*** (Callout 2): A date input field with a calendar icon.
- Work on Floor\*** (Callout 3): A text input field containing the number '3'.
- 3. Type of Permit** (Callout 4):
  - Type of Permit: \* (Callout 4): A dropdown menu.
  - Job Description \* (Callout 5): A text input field containing the word 'Test'.

- 1) **Reason for Filing:** Auto-populated field that indicates the reason for filing (Initial Filing or No Work Permit).
- 2) **Expected Start Date:** Enter the expected start date for the work.
  - a. Click on the calendar symbol (  ) to select a date from the dropdown.
- 3) **Work on Floor:** Enter floor on which work will be done.
- 4) **Type of Permit:** Select a permit type.
- 5) **Job Description:** Auto-populated field based on the information entered on the PW1 that provides a description of the job.

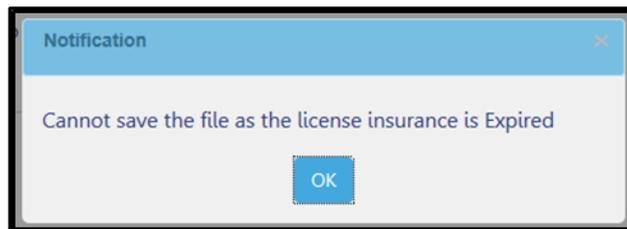
#### 4. Applicant Information

<p>E-Mail* <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">6</span> <input style="border: 1px solid red;" type="text" value="Enter email/username..."/></p> <p>License Number* <input style="border: 1px solid gray;" type="text"/></p> <p>Middle Name <input style="border: 1px solid gray;" type="text"/></p> <p>Business LookUp* <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">8</span> <input style="border: 1px solid red;" type="text" value="v"/></p> <p>City <input style="border: 1px solid gray;" type="text"/></p> <p>Zip <input style="border: 1px solid gray;" type="text"/></p> <p>Business Fax <input style="border: 1px solid gray;" type="text"/></p> <p>TaxPayer ID <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">9</span> <input style="border: 1px solid red;" type="text"/></p> <p>Is applicant responsible for all work on this application* <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">10</span> <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>License Type* <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">7</span> <input style="border: 1px solid red;" type="text" value="v"/></p> <p>First Name <input style="border: 1px solid gray;" type="text"/></p> <p>Last Name <input style="border: 1px solid gray;" type="text"/></p> <p>Business Name* <input style="border: 1px solid gray;" type="text"/></p> <p>Business Address <input style="border: 1px solid gray;" type="text"/></p> <p>State <input style="border: 1px solid gray;" type="text"/></p> <p>Business Telephone <input style="border: 1px solid gray;" type="text"/></p> <p>Mobile Telephone <input style="border: 1px solid gray;" type="text"/></p> <p>Liability Insurance Expiry Date* <input style="border: 1px solid gray;" type="text"/></p>
--	---

#### 5. Filing Representative

If different from applicant specified in section 4 11  Yes  No

- 6) **E-Mail:** Enter the permit applicant’s email address.
- 7) **License Type:** Select the applicant’s license type from the dropdown menu.
- 8) **Business Lookup:** Select the business name of the Contractor from the dropdown menu. If there is more than one business listed for a Contractor, select the appropriate option. If the insurance has expired for the business selected, the following message will be displayed when you try to save the permit.



- 9) **TaxPayer ID:** Enter the tax ID of the applicant, optional.
- 10) **Applicant Responsibility Scope:** Indicate if the applicant is responsible for all work on the application (Yes/No).
- 11) **Filing Representative:** Indicate if Filing Representative is different from applicant in section 4. If you select **Yes**, you will need to provide the Filing Representative’s email.

### 12. Applicant/ Contractor Statement

Does the Work authorized by this permit require adjacent property insurance. 12  Yes  No

13 "I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same valid and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand."

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements on this form. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition.

I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the above-referenced premises to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

Name\* 14  Date\*

15  16  17

- 12) **Adjacent Property Insurance:** Indicate if adjacent property insurance is required (Yes/No).
- 13) **Statement Agreement:** Check off box to indicate agreement with the statements. Only the designated Contractor can check the box.
- 14) **Applicant Name:** Auto-filled with the applicant’s name and date when the statement agreement is checked.
- 15) **Save:** Saves the information entered but does not file.
- 16) **File:** Sends the permit filing to DOB. Only the designated Contractor can file to DOB.
- 17) **Cancel:** Cancels the permit filing without saving.

## Print Permit (Using My Work Permits Tab)

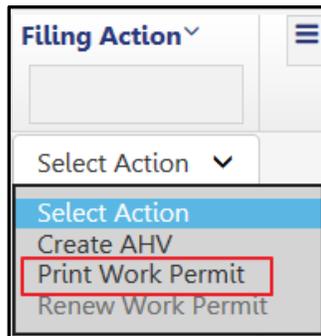
All permits submitted to DOB can be viewed from the Dashboard by going to the **My Work Permits** tab.

My Jobs									
My Work Permits									
My AHV Work Permits									
Job Filing Search									
Tracking #	Work Permit #	Sequence #	Work Permit Status	House #	Permit Type	Created Date	Contractor	Filing Action	
309732531	Permit is not yet issued		Pre-Filing	282 Broadway	Plumbing	2016-04-13	JOE ADAM	Select Action	▼
350860977	Permit is not yet issued		Pending QA Assignment	137 centre street	Plumbing	2016-04-12	JOE ADAM	Select Action	▼
893987880	M00000906-I1-PL	1	Permit Issued	1285 Avenue of the Americas	Plumbing	2016-04-12	JOE ADAM	Select Action	▼
905069009	B00000908-I1-EW-SP	1	Permit Issued	295 Flatbush Ave	Sprinkler	2016-04-12	JOE ADAM	Select Action	▼
102715297	Permit is not yet issued		Pre-Filing	280 broadway	Plumbing	2016-04-12	JOE ADAM	Select Action	▼
245894850	Permit is not yet issued		Pending QA Assignment	295 Flatbush Ave	Plumbing	2016-04-12	JOE ADAM	Select Action	▼

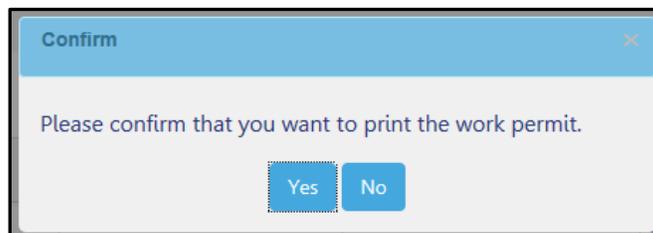
The status of a permit filing is displayed in the **Work Permit Status** column. Permits issued will also have a **Work Permit #** listed. You will be able to print permits after DOB has provided approval (Permit Issued status).

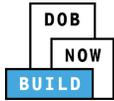
Tracking #	Work Permit #	Sequence #	Work Permit Status	House #	Permit Type	Created Date	Contractor	Filing Action	
309732531	Permit is not yet issued		Pre-Filing	282 Broadway	Plumbing	2016-04-13	JOE ADAM	Select Action	▼
350860977	Permit is not yet issued		Pending QA Assignment	137 centre street	Plumbing	2016-04-12	JOE ADAM	Select Action	▼
893987880	M00000906-I1-PL	1	Permit Issued	1285 Avenue of the Americas	Plumbing	2016-04-12	JOE ADAM	Select Action	▼

1. Click on the **Select Action** dropdown and select **Print Work Permit**.



2. Choose **Yes** on the pop up window.





- The permit will open in a new web browser tab. Print the permit using the print function in the Internet Explorer web browser. **Note:** Be sure to change your print preferences to print **Landscape** orientation.

You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

The screenshot shows a web browser window with the following content:

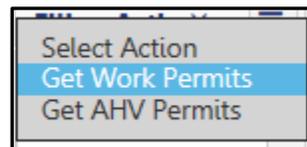
- Header:** NYC Buildings logo and a QR code.
- Section Header:** Work Permit Department Of Buildings
- Permit Details:**
  - Permit Number: M00001194-I1-PL
  - Address: Manhattan 137 centre street
  - Work on Floor(s): 3
  - Description: Test
  - Issued: 2016-07-15
  - Expires: 2017-07-15
  - Issued To: KIRAN VALLABHANENI
  - Business: PREMIER SEWER & WATERMAIN
  - License No: P-001809
- Seal:** The official seal of the City of New York is displayed in the center.
- Text:** For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings). Call 311 with any questions or complaints.
- Signatures:** Borough Commissioner and Commissioner Of Buildings (Ruben Chanler).
- Disclaimer:** Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.
- Button:** Print To PDF

## Print Permit (Using Job Filing Search Tab)

1. You can search for the job from the Job Filing Search tab on the Dashboard.
2. After performing a search, in the results, go to the Filing Action column.

Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional::	Filing Action
M00000541	S1	Sub Sq.	2 park place	Manhattan	Pre-Filing	6/9/2016 6:08:08 PM	TEST SPRUCE	Get Work Perm
M00000541	I1	New Job Filing	2 park place	Manhattan	Permit Entire	6/6/2016 7:04:57 PM	TEST SPRUCE	Select Action

3. Click on **Get Work Permits** option from the dropdown.



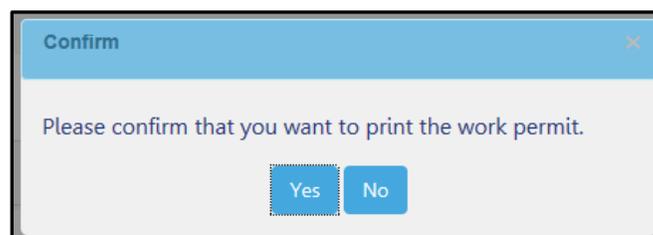
4. A new grid will appear with a list of permits. Proceed to the Filing Action column and select **Print Work Permit**.

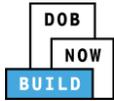
Job #	Filing #	Filing Type	House #	Borough	Current Filing Status	Created Date	Design Professional::	Filing Action
M00000541	S1	Sub Sq.	2 park place	Manhattan	Pre-Filing	6/9/2016 6:08:08 PM	TEST SPRUCE	Get Work Perm
M00000541	I1	New Job Filing	2 park place	Manhattan	Permit Entire	6/6/2016 7:04:57 PM	TEST SPRUCE	Select Action

Tracking Number	Work Permit #	Sequence #	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action
121493341	M00000541-I1-PL	1	Permit Issued	Plumbing	2016-06-06	KIRAN VALLABHANENI	Select Action Create AHV Print Work Permit Renew Work Permit

5. Choose **Yes** on the pop up window.





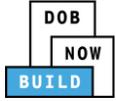
- The permit will open in a new web browser tab. Print the permit using the print function in the Internet Explorer web browser. **Note:** Be sure to change your print preferences to print **Landscape** orientation.

You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

The screenshot shows a web browser window with the URL <http://mstwva-dobcrm03.buildings.nycnet:8085/app/portal/workPermits/workpermitpri>. The page header features the NYC Buildings logo and a QR code. Below the header is a black banner with the text "Work Permit Department Of Buildings". The main content area displays the following permit information:

Permit Number: <b>M00001194-I1-PL</b>	Issued: <b>2016-07-15</b>	Expires: <b>2017-07-15</b>
Address: <b>Manhattan 137 centre street</b>	Issued To: <b>KIRAN VALLABHANENI</b>	Business: <b>PREMIER SEWER &amp; WATERMAIN</b>
Work on Floor(s): <b>3</b>	License No: <b>P-001809</b>	
Description: <b>Test</b>		

Below the permit details is a circular seal of the City of New York. A note states: "For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings). Call 311 with any questions or complaints." The page also features signatures for the Borough Commissioner and the Commissioner of Buildings. At the bottom, there is a blue button labeled "Print To PDF". A warning at the bottom of the permit area reads: "Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both."



## Statements and Signatures

The Statements and Signatures section contains the complete list of statements from the forms that are part of the job filing process. It is the responsibility of the Owner and Design Professional for providing acknowledgment of these statements.

### *Design Professional’s Legal Content Acknowledgment*

This section contains the Design Professional’s legal statements for the following forms:

- Plan Work (PW1)
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)

### *Owner’s Legal Content Acknowledgment*

This section contains the Owner’s legal statements for the following forms:

- Plan Work (PW1) statement
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)

Additionally, this is where the Owner is selected for the job filing.

### Plan Work (PW1) – Section 26

Under the PW1, provide a **Yes** or **No** answer to each of the following statements as it applies to the job filing.

**Plan Work**

---

**26. Property Owner’s Statements\***

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes\*

Yes  No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity\*

Yes  No

Owner’s Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.\*

Yes  No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:\*

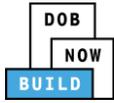
Yes  No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner’s intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

Yes  No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Yes  No



The Owner, Design Professional or Filing Representative associated with the job may add the Owner Type, and associated owner information and also enter the Owner’s email.

The Owner is responsible for confirming the information and providing acknowledgment of the statements.

Only one Owner can currently be listed on a job filing.

Owner Type*	Select Owner Type		
Is the deed holder a non-profit organization?*	<input type="radio"/> Yes <input checked="" type="radio"/> No		
E-mail Address*	APPLEROME16@GMAIL.COM	Name*	APPLE ROME
Relationship to Owner*		Business Name/Agency name	
Street Address*	ROME LLC	City*	NYC
State*	NY	Zip*	NY
Telephone Number*	4584664485		

"I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand."

"If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.\*\*"

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.\*

After reviewing the statements, check the box at the bottom of the Design Professional statement’s section to indicate agreement.

I understand and agree that by personally clicking on the box at left I am electronically signing each application document listed above and expressing my agreement with the Statements and Signatures terms for such applications. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each application document by hand.\*

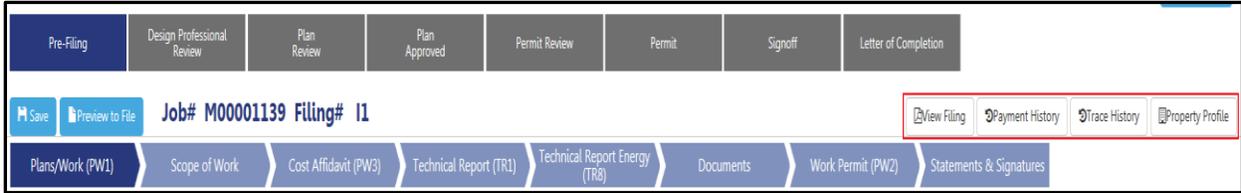
Name	APPLE ROME	Date	06/22/2016
------	------------	------	------------

("Electronically Signed")

Click on **Save** after entering the information and providing acknowledgment.

## View Filing/ Payment History/ Trace History/ Property Profile

The following actions can all be accessed from the job filing screen.



### View Filing

The **View Filing** button will provide a PDF export of the job filing details. This will enable you to see all the information you have entered on one printable page. The information is grouped by form.

Click on the **View Filing** button.



The job filing details will be exported to a PDF document. It will contain a summary of all the forms you have completed for the filing.

The screenshot below is a sample of how the PDF will look when you click Preview Filing:

**Plans/Work (PW1) - Job# M00001062 Filing# I1**

**1. Location Information**

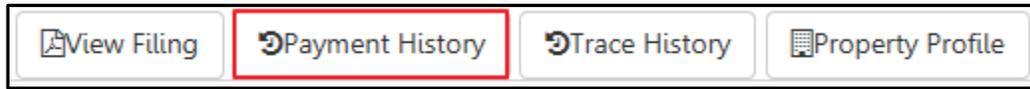
House No(s)	280	Street Name	BROADWAY
Borough	MANHATTAN	Block	153
Lot	1	BIN	1079215
C.B. No.	101	Zip	10007
Apt. / Condo No(s)		Work on Floor	22

**2. Applicant Information**

E-Mail	AJOETEST@GMAIL.COM	License Type	PE
License Number	078712	Last Name	ADAM

## Payment History

1. To view payment history, click on the **Payment History** button on the job filing screen.



2. A new window will open with payment history details for that filing.

1 Invoice Number	2 Merchant Amount	3 Convenience Fee Amount	4 Total Amount	5 Fee Type	6 Transaction Date
100001263	481.5	0	481.5	Filing Fees	2016-04-20

- 1) **Invoice Number:** Unique invoice number generated for a payment.
- 2) **Merchant Amount:** Amount paid to the merchant.
- 3) **Convenience Fee Amount:** Convenience fee, if there is one, associated with payment.
- 4) **Total Amount:** Total amount paid.
- 5) **Fee Type:** Indicates the fee type.
- 6) **Transaction Date:** Date of the transaction.

3. Click **Cancel** to exit the window.



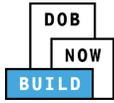
## Trace History

1. Click on the **Trace History** button on the job filing screen to view all actions taken on a job filing.



2. A new window will open showing actions taken for the job filing.

History Trace for Job # X00000909 - P1				
Created On..	Action	Current Filing Status	Person	Comments
2016-04-12	Complete: Yes Assigned to: BUILD005 Plan Examiner	Pending Plan Examiner Assignment	Chief Plan Examiner / ACPE Team	
2016-04-12	Approved: Approved	Plan Examiner Review in Process	BUILD005 Plan Examiner	



## Property Profile

1. To view the property profile, click on the **Property Profile** button on the job filing screen.



2. A new window will open with additional details on the property.

Property Profile			
<b>General</b>			
BIN#	3319418		
House No.	LAWRENCE STREET	Street Name	337 - 363
Borough	1	Zip	11201
Health Area	2300	Census Tract	
Buildings On Lot	0	Community Board	302
Tax Lot	4	Tax Block	147
Condo	NO	Vacant	NO
Cross Street 1	LAWRENCE STREET	Street Numbers	
Cross Street 2	METROTECH CENTER	Cross Street 1 Numbers	90 - 116
Cross Street 3	MYRTLE AVENUE	Cross Street 2 Numbers	1 - 1
Cross Street 4		Cross Street 3 Numbers	62 - 84
		Cross Street 4 Numbers	

## Making Payments

In order to submit a job filing, you must pay the required fees associated with the filing. Fees are calculated after completing Section 8 on the PW1 form. Before submitting a payment the PW3 must also be completed. The Estimated Job Cost on the PW1 needs to be equal to the Total Job Cost on the PW3. If these are not equal, a message will display to notify you.

1. On the job filing screen, click on the **Pay Now button**. The screen below will appear.

State*	NJ	Total Fee	\$175.00
Mobile Telephone	4564551254	Amount Paid	\$0.00
		Amount Due	\$175.00
Registration Number		<a href="#">Pay Now</a>	

2. A Payment Confirmation window will pop up. Select **Yes** to proceed with payment.

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Building Type
- Filing Includes

Are you sure you want to make a payment now?

[Yes](#) [No](#)

3. You will be redirected to a secure third party site to complete your payment.

## Payment Entry

Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: **Credit or Debit Card** or **E-Check**.
2. **Card /Bank Account Information** – Enter your card or bank account information in this section.
3. **Billing Information** – Billing information associated with the credit card or bank account.

### Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will **not** be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

**1** Payment Method:

**2** **Card Information**

Card Number

Expiration Date

Card Identification Code

**3** **Billing Information**

Name

Address

City

State

Zip

Phone

Email

Re-Enter Email

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

**Note:** If there is no activity on the payment screen for more than 10 minutes, the payment session will expire. You'll see the message shown below and you'll be required to re-start the payment process by clicking on **Pay Now** again.



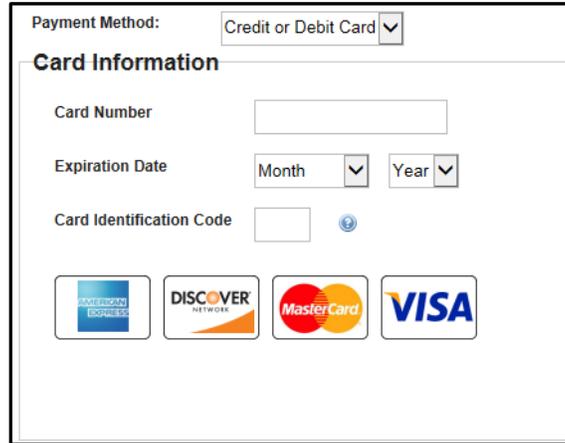
### Session Expired

Your session has expired due to inactivity. Your payment has not been processed. If you would like to make a payment, please start from the beginning.

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

### Paying with a Credit or Debit Card

If paying with a credit or debit card, you'll need to enter the **applicable card information**.

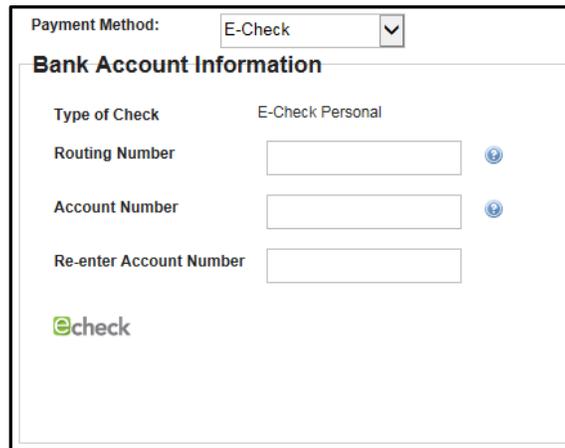


The screenshot shows a payment form with the following fields and options:

- Payment Method: Credit or Debit Card (dropdown menu)
- Section: **Card Information**
- Card Number: text input field
- Expiration Date: Month (dropdown) and Year (dropdown)
- Card Identification Code: text input field with a help icon
- Logos: AMERICAN EXPRESS, DISCOVER NETWORK, MasterCard, VISA

### Paying with an E-Check

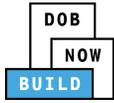
If paying with an E-Check, you'll need to enter the **applicable account information**.



The screenshot shows a payment form with the following fields and options:

- Payment Method: E-Check (dropdown menu)
- Section: **Bank Account Information**
- Type of Check: E-Check Personal
- Routing Number: text input field with a help icon
- Account Number: text input field with a help icon
- Re-enter Account Number: text input field
- Logo: echeck

After entering all the information, click **Continue**.



This will bring you to a Terms and Conditions page. **Check the box** to agree to the terms and conditions and click **Continue** to review payment details.

**NYC Buildings**

### Terms and Conditions

By clicking "I agree," you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize the City of New York to charge your account for the payment amount and, if applicable, the Convenience Fee; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card, debit card, or checking account included in your payment instructions.

I agree.

[Go Back/Edit](#) [Cancel](#) [Continue](#)

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

The next page will show a payment summary page. If you need to change any information, click on **Go Back/Edit**. If everything is correct, click on **Process Payment**. Your payment will not be processed until you click on **Process Payment**.

### Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Item Type : JobFiling - New Job Filing

Item Description : Build Job Filing Fee Payment  
- M00000901 - I1

Line Item Type	Line Item ID	Total Amount Due
PL/SP - I1	M00000901 - I1	\$175.00
		Payment Amount: \$175.00
		Convenience Fee: \$4.36
		<b>Total Payment Amount: \$179.36</b>

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. **This fee is nonrefundable.**

#### Card Information

Card Number \*\*\*\*\*1111

Expiration Date 1/21

#### Billing Information

Name Ildan S

Country US

Address 3128 42 street

City Astoria

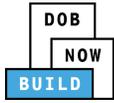
State NY

Zip 11103

Phone

Email isabanovic@buildings.nyc.gov

[Go Back/Edit](#) [Cancel](#) [Process Payment](#)



You will be redirected to a receipt page.

Payment Posted Successfully



**Receipt for Job Number #: M0000901-II**

<b>Premises:</b> 280 Broadway Manhattan	<b>Job #:</b> M0000901
<b>BIN:</b> 1079215	<b>Block:</b> 153
	<b>Lot:</b> 1

Receipt Details						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Date Issued:</b> 4/12/2016 3:47:00 PM</td> <td style="width: 33%;"><b>Invoice Number:</b> 100001164</td> <td style="width: 33%;"><b>Amount Paid :</b> \$179.36</td> </tr> <tr> <td colspan="3"><b>Application Security Number :</b> 1ebab13d-3800-e611-8104-005056ab2cd4</td> </tr> </table>	<b>Date Issued:</b> 4/12/2016 3:47:00 PM	<b>Invoice Number:</b> 100001164	<b>Amount Paid :</b> \$179.36	<b>Application Security Number :</b> 1ebab13d-3800-e611-8104-005056ab2cd4		
<b>Date Issued:</b> 4/12/2016 3:47:00 PM	<b>Invoice Number:</b> 100001164	<b>Amount Paid :</b> \$179.36				
<b>Application Security Number :</b> 1ebab13d-3800-e611-8104-005056ab2cd4						

The transaction receipt will also be emailed to the email address you entered on the payment entry screen.

Dear John Doe ,

Thank you for your payment.

**Transaction Summary:**  
 Receipt Number: 4005890807  
 Date and Time: 04/12/2016 03:47 PM (Eastern Time)

DOB System ID: DOBN  
 DOB Record ID: 01bab13d-3800-e611-8104-005056ab2cd4  
 Item Type: Job Filing - New Job Filing  
 Item Description: Build Job Filing Fee Payment - M0000901- II  
 Registered Email ID: [AJOETEST@GMAIL.COM](mailto:AJOETEST@GMAIL.COM)  
 Front-End Record ID: 1ebab13d-3800-e611-8104-005056ab2cd4

**Payment Information:**  
 Payment Amount: \$175.00  
 Convenience Fee: \$4.36  
 Total Amount Paid: \$179.36  
 Payment Method: VI  
 Account Number: 1111  
 Auth/Approval Code: 000292

Please note that all times reflect Eastern Time (ET).

Please use this link for any questions: <https://a810-efiling.nyc.gov/eRenewal/OnlineHelp.jsp>

Please Keep This Page For Your Records.



## Canceling Payments

You are able to cancel a payment at several points in the payment process. This is described in detail below.

1. You can click on the **Cancel** button on the first Payment Entry screen.

### Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will **not** be charged a fee.

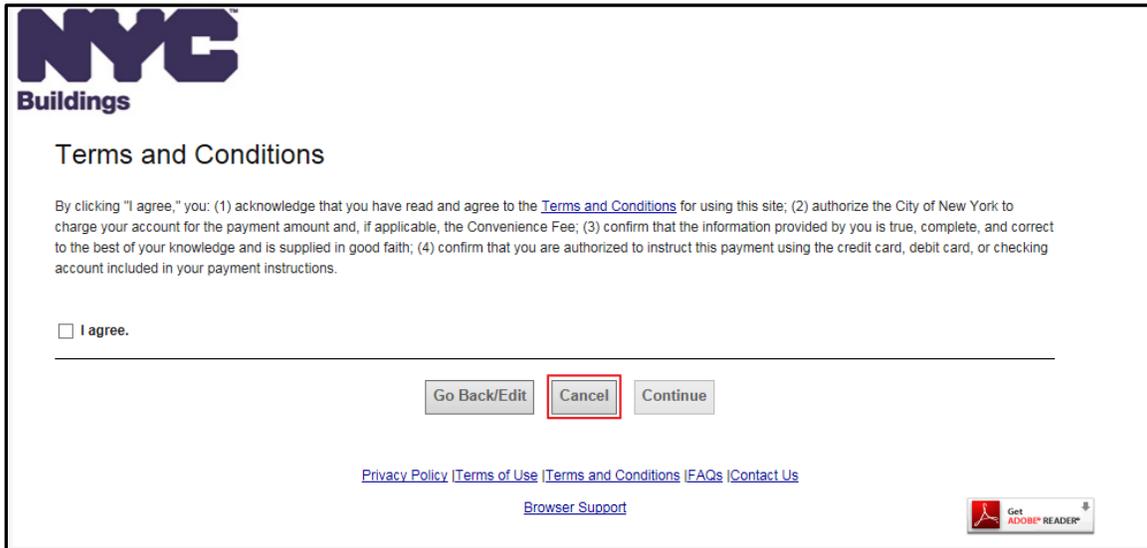
You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method:

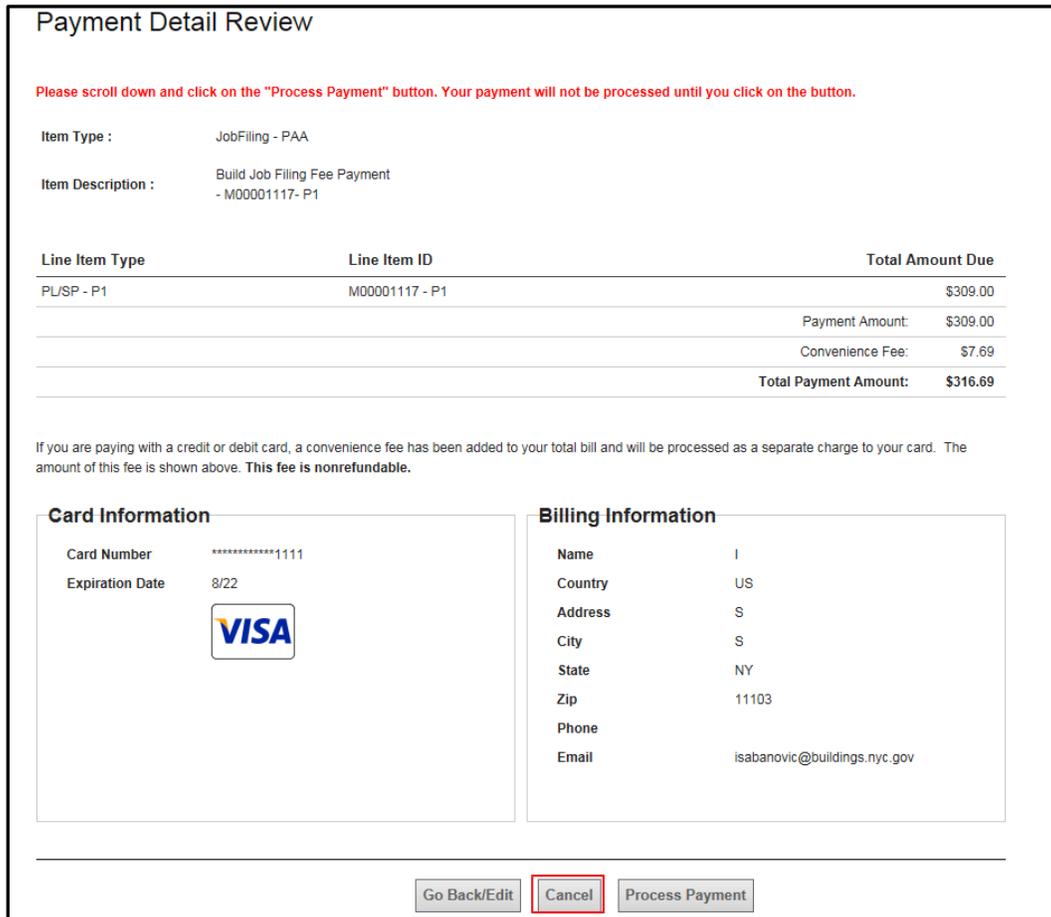
Card Information	Billing Information
Card Number <input type="text"/>	Name <input type="text"/>
Expiration Date <input type="text" value="Month"/> <input type="text" value="Year"/>	Address <input type="text"/>
Card Identification Code <input type="text"/>	City <input type="text"/>
	State <input type="text" value="New York"/>
	Zip <input type="text"/>
	Phone <input type="text"/>
	Email <input type="text"/>
	Re-Enter Email <input type="text"/>

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

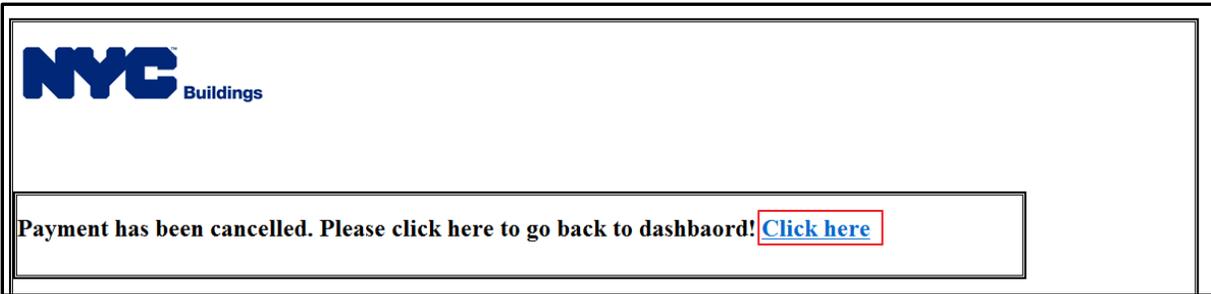
2. You can click on the **Cancel** button on the **Terms and Conditions** screen.



3. You can click the **Cancel** button on the **Payment Detail Review** page.



In each of these scenarios, the following screen will appear after clicking Cancel. Click on the **Click here** button to return to the Portal. This will also enable the **Pay Now** button to be clicked again.



If you cancel the browser window while in the payment screen, the Portal will have the following text where the **Pay Now** button should be.

<b>Total Fee</b>	<b>\$1,817.50</b>
Amount Paid	\$1,508.50
Amount Due	\$309.00
<b>Please Wait...</b> 	
<b>Please do not click Back or Forward buttons while payment is in progress!</b>	

To bring back the **Pay Now** button, refresh the Portal page. You will be able to begin the payment process once more.

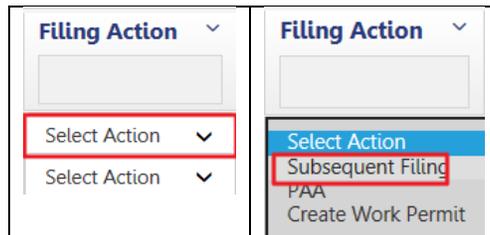
## Subsequent Filing

A subsequent filing can only be initiated after the initial filing has been approved.

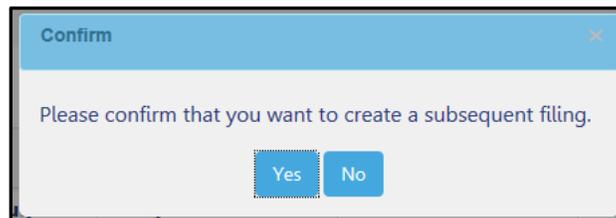
- To begin a subsequent filing, go to your Dashboard and locate the initial job filing under the **My Jobs** tab.

Job # - Filing #...	Filing Status	Address	Borough	Design Professional...	Owner	Created Date	Modified Date	Payment Status...	Filing Action	View
M00000947 - I1	Pending Plan Examiner Assignment	280 broadway	Manhattan	JOE ADAM	TESTING123 DOB	04/18/2016 04:07:3...	4/19/2016 10:03:52...	Paid	Select Action	
M00000946 - I1	Pre-Filing	991 8 avenue	Manhattan	JOE ADAM		04/18/2016 02:57:2...	4/18/2016 2:58:00...	Due	Select Action	
M00000941 - I1	Pre-Filing	280 Broadway	Manhattan	JOE ADAM		04/15/2016 12:18:5...	4/15/2016 12:18:55...	Due	Select Action	
M00000940 - I1	Pre-Filing	280 broadway	Manhattan	JOE ADAM	APPLE ROME	04/15/2016 11:06:0...	4/15/2016 11:57:10...	Exempted	Select Action	
B00000943 - I1	Permit Entire	295 Flatbush Ave	Brooklyn	JOE ADAM	APPLE ROME	04/15/2016 02:44:0...	4/18/2016 12:50:25...	Exempted	Select Action	

- From the **Filing Action** column, click on the dropdown and select **Subsequent Filing**.



- After making the selection, a pop up box will appear asking you to confirm that you want to proceed with a subsequent filing. Click on **Yes**.



- You will be redirected to the job filing screen where you will now be able to complete the required forms. The Filing Type will indicate that this is a Subsequent Filing.

Application Highlights		
VESEY ST	Location	200 VESEY ST
16		MANHATTAN 10281
1000059	Job Number	M00001164
10281	Filing Number	S1
2	Current Filing Status	Pre-Filing
	Job Status	Job in Process
	Work Without Permit Violation	No
	Total Job Cost (\$)	\$0.00
	Filing Type	Subsequent Filing

- To complete the subsequent filing for a job, you can follow the same steps as the ones used to complete the initial filing. *Note: the **Job #** will be the same for both initial and subsequent filings. The **Filing #** will be unique to differentiate them. The "I" is for Initial and the "S" is for subsequent.*

Job # - Filing #...  
875 x  
M00000875 - I1  
M00000875 - S1

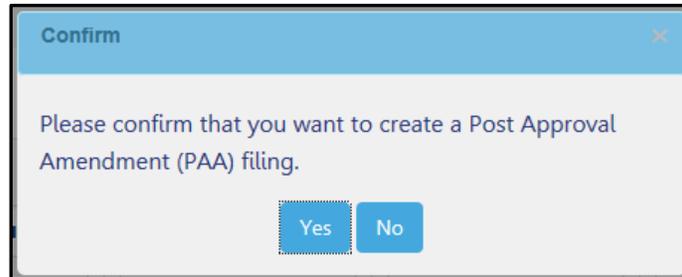
## Post Approval Amendment (PAA)

The below steps outline how to file a PAA.

From the **Dashboard**, select **PAA** from the **Filing Action** column.

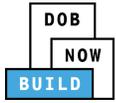
Job # - Filing #	Filing Status	Address	Borough	Design Professional	Owner	Created Date	Payment Status	Filing Action
M00000875 - I1	Permit Entire	1 centre street	Manhattan	JOE ADAM	APPLE ROME	4/7/2016 12:30:52 PM	Exempted	Select Action
M00000874 - I1	Pending Plan Examiner Assignment	1285 Avenue of the Americas	Manhattan	JOE ADAM	APPLE ROME	4/7/2016 11:39:50 AM	Paid	PAA
M00000881 - I1	Pending Plan Examiner Assignment	1285 Avenue of the Americas	Manhattan	JOE ADAM	APPLE ROME	4/7/2016 4:46:54 PM	Paid	Create Work Permit
M00000868 - I1	Permit Entire	1285 Avenue of the	Manhattan	JOE ADAM	APPLE ROME	4/5/2016 4:02:18 PM	Paid	Select Action

A window will pop up asking you to confirm the PAA – click **Yes**.



This will direct you to the job filing window where you can enter the information you want to change. Under the **Application Highlights** section the Filing Type will be **PAA**.

Pre-Filing	Design Professional Review	Plan Review	Plan Approved	Permit Review	Permit	Signoff	Letter of Completion
<p>Job# <b>M00001117</b> Filing# <b>P1</b></p> <p>Plans/Work (PW1) &gt; Scope of Work &gt; Cost Affidavit (PW3) &gt; Technical Report (TR1) &gt; Documents &gt; Work Permit (PW2) &gt; Statements &amp; Signatures</p>							
<p><b>1. Location Information</b></p> <p>House No(s) * 137 Street Name * CENTRE STREET</p> <p>Borough * MANHATTAN Block * 197</p> <p>Lot * 17 BIN * 1002358</p> <p>C.B. No. * 101 Zip * 10013</p> <p>Apt. / Condo No(s) Work on Floor * 3</p>				<p><b>Application Highlights</b></p> <p>Location 137 CENTRE STREET MANHATTAN 10013</p> <p>Job Number M00001117</p> <p>Filing Number P1</p> <p>Estimated Job Cost * \$120,000.00</p> <p>Current Filing Status Pre-Filing</p> <p>Job Status Job in Process</p> <p>Work Without Permit Violation No</p> <p>Total Job Cost (\$) \$100,000.00</p> <p>Invoice Number 100001734</p> <p>Filing Type <b>PAA</b></p>			
<p><b>2. Applicant Information</b></p> <p>E-Mail * AJOETEST@GMAIL.COM License Type * Professional Engineer</p>							



After clicking **Save** a new filing number will be generated, with a suffix that begins with a “P”.

“11” will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.



## Objections and Appointments

**Objections** and **Appointments** are displayed under the **Application Highlights** section on the job filing screen as shown in the image below.

The screenshot shows a form on the left for registration details and two tables on the right. The top table, 'Objection', has one row with a 'Details' button highlighted. The bottom table, 'Add Appointment', has one row with 'View' and delete icons.

Objection	Objection Detail	Status	View
1968 BC 27-280...	The walls, exitways, shafts, structural m...	Open	<a href="#">Details</a>

Total Items: 1  
1 - 1 of 1 items

Subject	Start Time	Dur.:	Status	View...	Action...
M00001181	7/21/2016 1:00:00 PM	30	Scheduled	<a href="#">View</a>	

Total Items: 1  
1 - 1 of 1 items

### View Objection Details

1. Click on **Details** to see all the details of an objection. Depending on your monitor size, you may need to scroll to the right to see the **Details** button.

Objection	Objection Detail	Status	View
1968 BC 27-280...	The walls, exitways, shafts, structural m...	Open	<a href="#">Details</a>

Total Items: 1  
1 - 1 of 1 items

2. A sub-window will open with additional details on the objection.

Objection Details

Objection	1968 BC 27-280 Classification.
Objection Detail	The walls, exitways, shafts, structural members, floors, and roofs are contrary to the requirements of Combustible construction materials detailed in 1968 BC 27-280.
Code	27-280
Reference	27-280 Classification
Code Type	Building-68PL
Code Year	1968-PL
Work Type	PL - Plumbing New Work
Objection Status	<div style="border: 1px solid red; padding: 2px;"> <input type="text" value="Open"/> </div>
Comments	<div style="border: 1px solid red; height: 40px; width: 100%;"></div>
Objection History	

3. Select an option from the Objection **Status** dropdown menu to update the objection status. If the objection has been resolved, change the **Objection Status** to **Resolved**.

Objection Status

Select Status

Open

Resolved

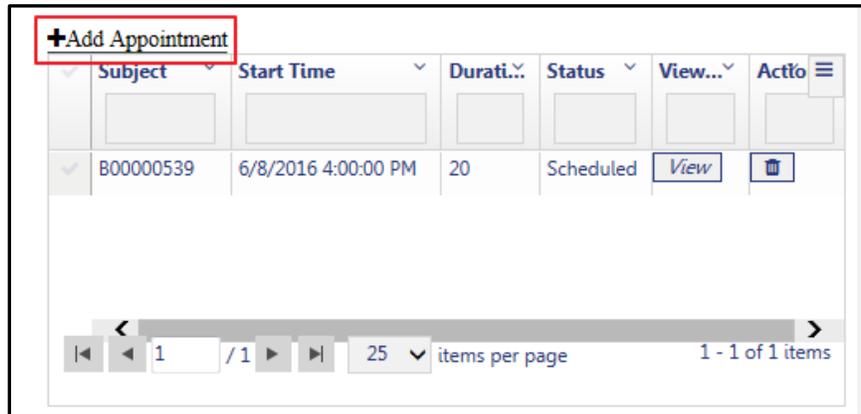
4. Add in **Comments** regarding the objection.
5. Click on **Save**.

## Create/Add Appointment

If an appointment has been requested by DOB, the Design Professional, Filing Representative, and Owner that are associated with the job filing can schedule appointments.

### Adding an Appointment

1. Click on **+Add Appointment**. A sub window will open to create a **New Appointment**.



2. A sub window will open to create a **New Appointment**

The screenshot shows the 'New Appointment' form with the following fields and callouts:

- 1**: Required Attendees\* (DP - JOE ADAM)
- 2**: Optional Attendees (Click Here to Add person...)
- 3**: Plan Examiner (Haritha Mungara)
- 4**: Job Filing # (M00001168-11)
- 5**: Selected Date (08-24-2016 (MM-DD-YYYY))
- 6**: Select Appointment Date\* (Calendar view for August 2016, with 24th highlighted)
- 7**: Available Hours (8:00 AM To 3:00 PM)
- 8**: Select Appointment Time\* (Dropdown menu)

Buttons: Submit, Cancel

- 1) Required Attendees:** The Design Professional is the only required attendee and will be listed in this field by default.
- 2) Optional Attendees:** Add the optional attendees. You will be able to add one or more names from the list of names associated with the job filing. Clicking on the field will open a dropdown containing the list of attendees you can add.

Optional Attendees dropdown menu showing:

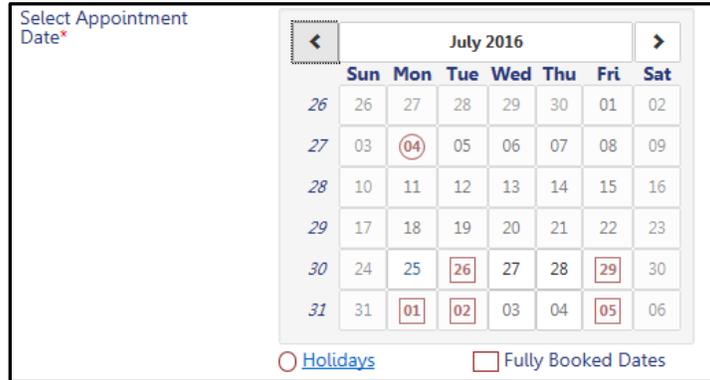
- FR - SAM FACE
- OWNER - APPLE ROME

Click on the name you want to add and it will be listed under Optional Attendees.

Optional Attendees field showing: x FR - SAM FACE

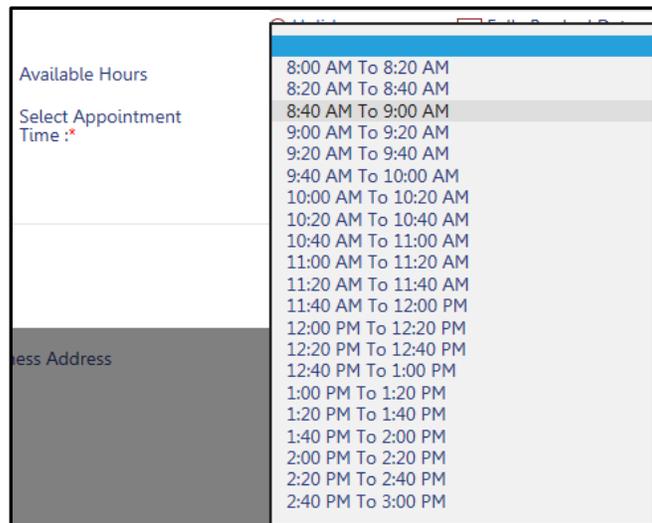
- 3) Plan Examiner:** Name of the plan examiner (if doing a Standard Plan Exam) that issued the objection.
- 4) Job Filing #:** Job filing number that will be discussed at the appointment.

- 5) **Selected Date:** Displays the date selected for the appointment from the calendar.
- 6) **Select Appointment Date:** Choose a date from the calendar for the appointment. As shown by the icons below the calendar, if it is a holiday the date will have a red circle on it, and if the date is fully booked it will have a red square on it. You will not be able to click on either of these dates. (Mouse will change to this icon  to indicate that date can't be selected.)

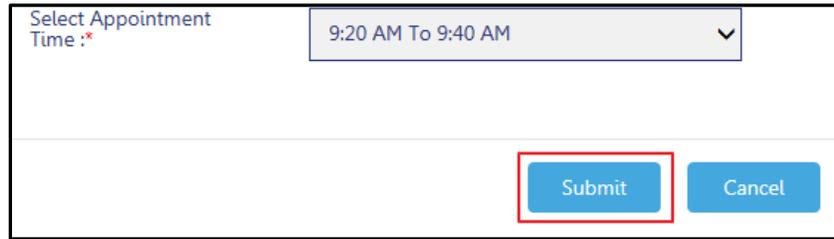


- 7) **Available Hours:** The Plan Examiner’s available hours for the date selected.
- 8) **Select Appointment Time:** Pick a time from the available options. The times are shown in twenty minute increments and will only display the Plan Examiner’s available time slots. For example, clicking the drop-down list should start with 9:00AM – 9:20AM; 9:20AM – 9:40AM; 9:40AM – 10:00AM.

Clicking on the field will display the following dropdown list that allows you to select a time. Only available time slots for the plan examiner will be displayed.



3. Click **Submit** after entering all the information.

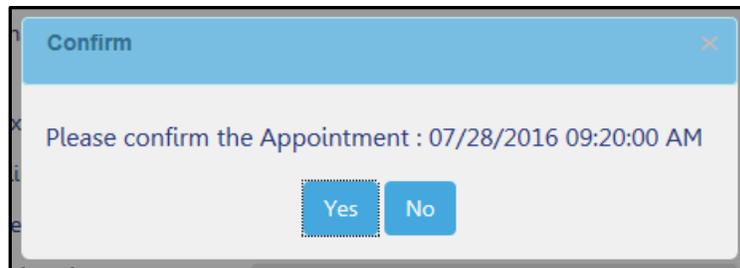


Select Appointment Time:\*

9:20 AM To 9:40 AM

Submit Cancel

4. A notification will appear asking you to confirm the appointment. Click on **Yes**. If you need to make any changes then click on No.

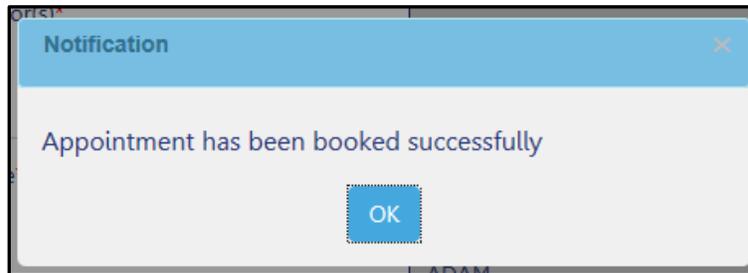


Confirm

Please confirm the Appointment : 07/28/2016 09:20:00 AM

Yes No

5. You will receive a notification that the appointment was successfully scheduled.



Notification

Appointment has been booked successfully

OK

## View an Appointment

To view the details of an existing appointment, click on **View**.

+Add Appointment						
Subject	Start Time	Dur...	Status	View...	Action...	
M00001168	7/22/2016 12:20:00 PM	20	Completed	<a href="#">View</a>		
M00001168	7/28/2016 10:00:00 AM	20	Cancelled	<a href="#">View</a>		
M00001168	7/28/2016 9:00:00 AM	20	Cancelled	<a href="#">View</a>		
M00001168	7/28/2016 9:20:00 AM	20	Cancelled	<a href="#">View</a>		
M00001168	07/28/2016 09:00:00...	20	Scheduled	<a href="#">View</a>		

1 / 1 items per page 25 items per page 1 - 11 of 11 items

After clicking on View, the details of the appointment will be displayed.

### View Appointment

Required Attendees*	FR - SAM FACE DP - JOE ADAM
Plan Examiner	Haritha Mungara
Job Filing #	M00001168-11
Appointment Date And Time	07/28/2016 09:00:00 AM
Duration	20 Minutes
Current Status	Scheduled

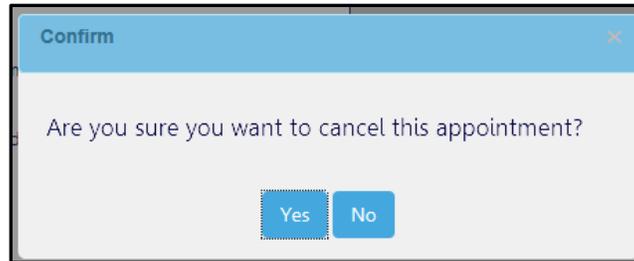
[OK](#)

## Delete an Appointment

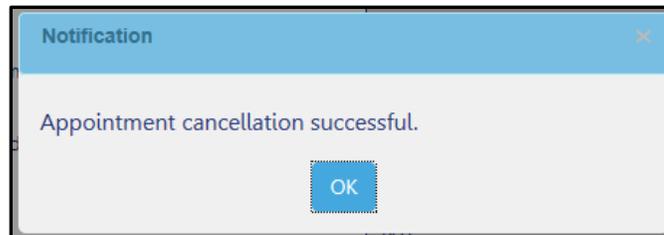
1. To delete an existing appointment, click on the **Delete button**.



2. You will be asked to confirm that you want to delete the appointment. Click on **Yes**.



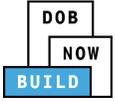
3. A notification will appear to confirm that the cancellation was successful.



4. After deleting the appointment, it will still appear on the grid but the status will be **Cancelled**.

+Add Appointment						
Subject	Start Time	Dur..	Status	View...	Action...	
M00001168	7/22/2016 10:00:00 AM	20	Completed	View	View	
M00001168	7/22/2016 12:40:00 P...	20	Cancelled	View	View	
M00001168	7/28/2016 9:00:00 AM	20	Cancelled	View	View	
M00001168	7/28/2016 9:20:00 AM	20	Cancelled	View	View	
M00001168	7/28/2016 9:00:00 AM	20	Cancelled	View	View	

1 / 1 items per page 1 - 11 of 11 items

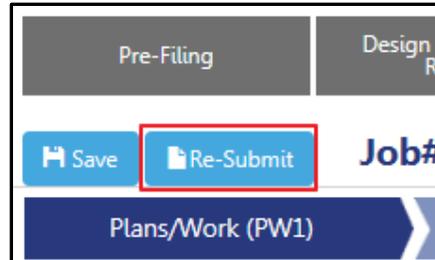


## Resubmit Filing

To resubmit a filing to DOB after all objections have been resolved, the Design Professional will first need to provide signoff once more in the Statements and Signatures tab.

The Owner will also need to provide signoff in the Statements and Signatures tab.

After this has been done, the Design Professional will be able to click the **Re-Submit** button.



## Appendix

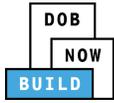
### Scope of Work Types

The table below contains the list of Scope of Work types that can be selected for Plumbing and Sprinklers.

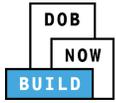
#### Plumbing

*This content in the table below will appear only when the PL work type is selected on the PW1 form.*

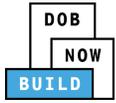
Category	Scope Includes	Field Values
Gas Work Piping, Devices and Meters	Boilers	1) Unit Location: ____ 2) Number of units: ____ 3) Floor: ____ 4) Type of unit: ____ 5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ____
	Hot Water Heaters	1) Unit Location: ____ 2) Number of units: ____ 3) Floor: ____ 4) Type of unit: ____ 5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ____
	Co Gen Systems	1) Number of units: ____ 2) DNY/Utility approvals: ____ 3) Floor: ____ 4) Fuel Gas a) Type <input type="text"/>



Category	Scope Includes	Field Values
		I. High Pressure 15psi II. Very High Pressure (128psi) (welding) b) Use ▼ I. Cooling II. Heating III. Generators/Co-Generators IV. Processing
	<b>Equipment and Alarms</b>	<input checked="" type="checkbox"/> Burners <input checked="" type="checkbox"/> Dryers <input checked="" type="checkbox"/> Furnace <input checked="" type="checkbox"/> Fireplace <input checked="" type="checkbox"/> Generator
	<b>Medical/Other Gas</b>	1) Select Type ▼ a) Dental, b) Oxygen, c) Nitrous Oxide, d) Labs e) Jeweler's Torch  2) Located At: ____
	<b>Piping, Traps and Valves</b>	<i>No Additional Values</i>
	<b>Risers and Stacks</b>	Fuel Gas 1) Type <input checked="" type="checkbox"/> Low Pressure <input checked="" type="checkbox"/> Medium Pressure  2) Use <input checked="" type="checkbox"/> Cooking Residential <input checked="" type="checkbox"/> Cooking Commercial <input checked="" type="checkbox"/> Fire suppression hood <input checked="" type="checkbox"/> Other Alternate Fire Extinguishing System <input checked="" type="checkbox"/> Heating <input checked="" type="checkbox"/> Hot Water  3) Meters a) Number: ____ b) Located At: ____
<b>Storm Water, Drywell and Pools</b>	<b>Piping, Traps and Values</b>	<i>No Additional Values</i>
	<b>Private Storm</b>	Select Type ▼ 1) Detention/Retention Tank a) Type ▼



Category	Scope Includes	Field Values
		I. DryWell II. Retention III. Detention b) Located At: ____  2) Dry Well <input type="radio"/> Install <input type="radio"/> Repair
	<b>Roof Drainage Risers and Stacks</b>	<i>No Additional Values</i>
	<b>Swimming Pool</b>	<input checked="" type="checkbox"/> Indoor <input checked="" type="checkbox"/> Outdoor
<b>Wastewater and Sanitary Drainage</b>	<b>Equipment and Alarms</b>	<i>No Additional Values</i>
	<b>Piping, Traps and Values</b>	<i>No Additional Values</i>
	<b>Private Drainage</b>	Private Drainage ▼ 1) Install Septic System  2) Abandon Septic System ▼ a) Septic – Located at: ____
	<b>Risers and Stacks</b>	<i>No Additional Values</i>
	<b>Sewer System</b>	<i>No Additional Values</i>
<b>Water Piping, Fixtures, Devices, Appliances and Finishes</b>	<b>Equipment</b>	<input checked="" type="checkbox"/> Pumps <input checked="" type="checkbox"/> Tanks <input checked="" type="checkbox"/> Drinking Fountains <input checked="" type="checkbox"/> Filters <input checked="" type="checkbox"/> Boilers
	<b>Water Risers</b>	<i>No Additional Values</i>
	<b>Meters and Sub-meters</b>	<i>No Additional Values</i>
	<b>Water Service Piping</b>	<i>No Additional Values</i>
	<b>Piping and Insulation</b>	Backflow Preventer (RPZ) Type 1) Type ▼ a) Primary b) Secondary  2) Floor: ____

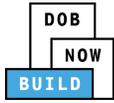


Category	Scope Includes	Field Values
Work requires penetration of fire-rated assemblies	Work requires penetration of fire-rated assemblies	Description: ____

### Sprinklers

*This content in the table below will appear only when the SP work type is selected on the PW1 form.*

Category	Scope Includes	Field Values
Indicate Type of Sprinkler System	Fire Extinguishing System Connected to Sprinklers	1) Existing/Proposed <input checked="" type="checkbox"/> a) Existing b) Proposed  <input type="radio"/> Yes <input type="radio"/> No
	Hazard Type	1) Existing/Proposed <input checked="" type="checkbox"/> a) Existing b) Proposed  2) Select Type <input checked="" type="checkbox"/> a) Light Hazard b) Ordinary Hazard – Group 1 c) Ordinary Hazard – Group 2 d) Extra Hazard – Group 1 e) Extra Hazard – Group 2
	System Type	1) Existing/Proposed <input checked="" type="checkbox"/> a) Existing b) Proposed  <input type="radio"/> Wet System <input type="radio"/> Dry System
	Water Supply	1) Existing/Proposed <input checked="" type="checkbox"/> a) Existing b) Proposed  2) Water Main <input checked="" type="checkbox"/> a) RPZ b) DDCV  3) FDC



Category	Scope Includes	Field Values
		<input type="radio"/> Yes <input type="radio"/> No  4) Tank ▼ a) Suction b) Pressure c) Roof Tank
Schedule of Building System	Pumps	Pumps ▼ 1) Booster Pump 2) Special Service Pump 3) Jockey Pump
	Sprinklers	<input checked="" type="checkbox"/> Standard Sprinkler Head <input checked="" type="checkbox"/> Extended Coverage Head
	System	System ▼ 1) Dedicated Sprinkler 2) Combination – Sprinkler + Standpipe 3) Full Installation 4) Partial Installation
Sprinkler Work – Check below for all that apply	Distribution Piping	<input checked="" type="checkbox"/> Risers Control Valve <input checked="" type="checkbox"/> Risers and Branches
	Equipment	<input checked="" type="checkbox"/> Booster Pump <input checked="" type="checkbox"/> Special Service Pump <input checked="" type="checkbox"/> Fire Pump <input checked="" type="checkbox"/> Dry Pump Valve
	FDC	<i>No Additional Values</i>
	Pumps	<i>No Additional Values</i>
	Sprinkler Heads	Sprinkler Heads: ____
	Storage Tanks	<i>No Additional Values</i>
	Water Mains	<i>No Additional Values</i>
	Work requires penetration of fire-rated assemblies	<input type="radio"/> Yes <input type="radio"/> No 1) Description: ____

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