



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

# How to File a Pre-Determination Request

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

#### **HELPFUL LINKS**

(?)

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP



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#### **Overview**

This step-by-step guide will provide applicants with a systematic understanding of how to complete a Pre-Determination Request in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

#### **Requirements**

- Pre-Determinations must be filed on a **specific property or BIN**.
- Pre-Determinations must apply to a **specific Code or Zoning Provision**.
- Pre-Determinations must be filed **before submitting a Job Filing** on a specific BIN. The related Job may be in Pre-Filing.
- Requests can be submitted by any Licensee or by Attorneys.
- External Agency Determinations apply to jobs filed with:
  - FDNY -- New York Fire Department
  - SCA School Construction Authority
  - SBS– Small Business Services
- The initial fee for a Pre-Determination Request is **\$1,000**. No fee is charged if the building is a 1, 2, or 3-Family house. Fees are also not applicable for HPD Affordabe Housing, Fee Exempt Owners, or Government Owners.
- The Appeal and Second Appeal of Pre-Determination each cost **\$2,500**, with the same exemptions as above.
- There is **no fee** for a Board of Standards and Appeals review request.
- If the Pre-Determination request is **Denied** or **Approved with Conditions**, the Applicant may file an **Appeal**. The levels of review are:
  - Pre-Determination
  - Appeal of Pre-Determination
  - Second Appeal of Pre-Determination
  - BSA Review

#### **SYSTEM GUIDELINES**

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

Enter email/use	ername	Select:	•		
ling Representa	tive Information		2		
+ Add Repres	sentative	Email	Pusiness Name	Pusiness Telenhone	Actio
	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	Cí í

#### **ADDITIONAL HELP & INFORMATION**

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

# Log into DOB NOW: Build

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

Step	Action	
<b>(i)</b>	Note	In order to log in to DOB NOW, you must be registered for eFiling.
		Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.
		For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:
		How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf
		How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	Access	the Internet.
2.	Enter <u>v</u>	<u>ww.nyc.gov/dobnow</u> in the URL field at the top of the browser window.
	File	
3.	Press <b>E</b>	nter on your keyboard.



Step	Action	
5.	Click Log	in.
	To use I eFiling a click her	■ Login DOB NOW: Build or Safety, register for an account here. To reset your eFiling password, re.
6.	The DOB	NOW Welcome page displays.
		NYC Department of Buildings Self-service for online Permits, Appointments and Applications       Need Hep? Sign Out         Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.         Elevator, Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under DOB NOW: Licensing.         Boiler, Elevator, Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under DOB NOW: Licensing.         Boiler, Elevator, Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under DOB NOW: Safety.         New Building, Alteration-CO, Alteration, Payments and Waiver Requests are available under DOB NOW: Safety.         New Building, Alteration-CO, Alteration, Full Demolition, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy and Certificate of Occupancy filings are available under DOB NOW: Build.         Certificate of Correction Review Requests to the Administrative Enforcement Unit (AEU), Civil Penalty Review Requests (L2), New and Renewal License Applications and Records Requests are available under BS Options.         Get started by selecting a module below.
		DOB NOW BUILD BIS OPTIONS BAFETY
You ar	e now log	ged into DOB NOW. Continue to the <b>Requesting a Pre-Determination</b> step by step.

### **Requesting a Pre-Determination**

To initiate a Pre-Determination:



Step	Action
3.	Once the DOB NOW Build dashboard loads, you will then be presented with the main dashboard. From the toolbar located at the top of the dashboard, click on <b>+Determinations</b> .
	After clicking on <b>+Determinations</b> , a dropdown menu will appear with the following options:
	<ul> <li>Pre-Determination</li> <li>Determination</li> <li>Appeal</li> </ul>
	Select Pre-Determination.
	After you have selected <b>Pre-Determination</b> from the <b>+Determination</b> dropdown menu, you will then be presented with the New Pre-Determination Request screen.
	+ Notifications + Occupancy + Landmark Fee Payment + Determinations Search
	New Building with Existing Elements to Remain 148 New Building With Existing Elements to Remain
	Appeal
	Filing Status Modified Date WorkType(s) Addr
4.	Enter the <b>BIN</b> or <b>Borough, Block, Lot</b> information then click on <b>Proceed</b> . (If the Borough, Block and Lot information is added, Applicants will need to select the relevant BIN.)
	This screen will allow you to enter the search type of either by BIN or by Borough, Block, Lot.
	You may also request a Pre-Determination for an External Agency Job Filing or from the Board of Standards and Appeals.
	New Pre-Determination Request
	Select Determination Type:*
	Pre-Determination         External Agency         Board of Standards and Appeals GCL35/36           Pre-Determination         Pre-Determination
	Select Search Type:*
	BIN Borough, Block, Lot
	Proceed Cancel

Step	Action	Action			
5.	You will then be form. From here also be able to co and Alternate Co	presented with the <b>Ge</b> you will be able to vie omplete the <b>Stakeholc</b> ntact Information.	meral Information section w Request Information a lers sections which will o	on of the Pre-Determination and Location information. Yo contain the Applicant Informa	request u will ation
	🖺 Save				
	General Information	Stakeholders*			~
	Request Details	Applicant Information	Licence Tune*	Licone Number	
	Documents	Please enter email address	Select:		
	Statements & Signatures	First Name*	Middle Initial	Last Name*	
		Business Name*	Business Telephone*	Business Address*	
		Select:	v State <sup>y</sup>	Zin Code <sup>s</sup>	
		Mobile Telephone*			
	<ul> <li>Is this Pr</li> <li>Is this Pr</li> <li>I</li> <li>I</li> <li>Determine</li> <li>Determine</li> </ul>	e-Determination asso f YES, you will be pron f NO, you will be prom blan/intend to file your nation Class (Construct nation Sub Class	ciated to an existing Pro- npted to enter the Proje npoted to answer the qu construction at the HUI tion Code Determinatio	<b>oject?</b> ct Number. estion regarding " <i>Do you</i> 3?" n or Zoning Determination)	
	Determination Details				~
	Is this Pre-Determination ass	ociated to an existing Project?*	🔵 Yes 🔵 No		
	Project #*				- 1
	i.e Project-00000001				- 1
	Determination Class:*				
	O Construction Code Deter	mination () Zoning Determination			
	Determination Sub Class:*				
	Interpretation or Clarif	ication			

Step	Action
7.	For <b>External Agency Pre-Determinations</b> , a drop-down will allow the Applicant to specify the origin of the Job Filing.
	Identify Agency where application originated:*
	Select:
	De FDNY School Construction Authority
8.	<ul> <li>If you choose a Determination Class of Zoning Determination, the Sub Class will automatically default to Interpretation or Clarification. A Determination class of Construction Code Determination will allow selection of any Determination Sub Class from: <ul> <li>Interpretation or Clarification</li> <li>Variation of Construction Code or Rules §28-103.3</li> <li>Variation of Multiple Dwelling Law (MDL) for Article 7B Buildings</li> </ul> </li> </ul>
	Determination Details
	Is this Pre-Determination associated to an existing Project?*
	Determination Class:*
	O Construction Code Determination O Zoning Determination
	Determination Sub Class (Select One):*
	Variation of Construction Code or Rules per §28-103.3
	Variation of Multiple Dwelling Law (MDL) §277.16 for Article 7B Buildings

Step	Action		
9.	Enter the <b>Descri</b>	ption of Request. Click Save to proceed	to the next tab.
	Description of Request Description of Request 4978 characters remaining		
10.	On the <b>Request</b> confirm if the Pr	<b>Details</b> tab fill in all the necessary inforr e-Determination is associated with any	nation. This section will allow you to previously filed job (and enter the Job
	Number), reque with the Fee Exe NOTE: If you wis in the Request D	empt question will determine if the Pre-I empt question will determine if the Pre-I sh to link the Pre-Determination result w Details. Pre-Determinations CANNOT be Request Details	Determination fee is waived or not. With a Job Filing, you MUST list the Job Filing linked to Job Filings after the fact.
	General Information	Request Details	· · · · · · · · · · · · · · · · · · ·
	Request Details Documents Statements & Signatures	Is this Pre-Determination associated with any previously filed job?* Job/Application Number* For OOP MUM inter use format M0000001. (J. Eer Bic inter use format 128/55780.01.	
		Per Dole How yous, use format Protocology 11: For this yous, use format 12:Proto BP01. Request for 1-3 family dwelling?* For Housing Preservation and Development Affordable Housing?*	○ Yes ○ No ○ Yes ○ No
		Enter a Short Description of Request	
		Request Description*	
		50 characters remaining	
		Construction Code Year	Code Section 🚯
		Select Code Year:	•
		Electrical Code Year	Electrical Code Section

•	ther down within th	e Request Details tab,			
	<ul> <li>Enter a Short D</li> <li>Construction Co on constructior</li> <li>Enter Zoning In districts.</li> </ul>	escription of Determina ode Year, and Code section code. formation including the a	tion. The Descr on are helpful to zoning districts,	iption is required. o include if requestir zoning overlays and	ng a clarific special
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		MDL Section (Multiple Dwelling Law) MDL-ox format TPPN (Technical Policy and Procedure Notices), Memo Zoning Information	80	le Number RCNV scor-scor format s (Building Builetins) 88 Year-sc format	
		Zoning District(s) Select Zoning Resolution Section	Zoning Overlay(s)  Select	Special District(s) Select	
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Name the document and c document you wish to uplo	hoose the type from the drop down menu and then navigate to th bad. Click the <b>Upload</b> button. Click <b>Save</b> .
Upload Document	
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Document Type*	
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Document Choose File Accela E	LP1 030416.pdf
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On the Statements & Signa Save Submit PDA00005410 General Information	Upload       Cancel         atures tab, click the checkbox to Applicant Attestation. Click Save.         Statements & Signatures         Applicant Attestation*
On the Statements & Signa Submit PDA00005410 General Information Request Details Desuments	Upload       Cancel         atures tab, click the checkbox to Applicant Attestation. Click Save         Statements & Signatures         Applicant Attestation         Upload         Upload         Image: table tab
On the Statements & Signa Save Submit PDA00005410 General Information Request Details Documents Statements & Signatures	Upload       Cancel         atures tab, click the checkbox to Applicant Attestation. Click Save.         Statements & Signatures         Applicant Attestation         I hereby state the information on this form is correct and complete to fine or imprisonment, or both. I also understand it is unlawful to give properly performing the job or in exchange for special consideration
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On the Statements & Signa Submit PDA00005410 General Information Request Details Documents Statements & Signatures	Upload       Cancel         atures tab, click the checkbox to Applicant Attestation. Click Save         Statements & Signatures         Applicant Attestation*         Image: Note: State the information on this form is correct and complete to fine or imprisonment, or both. I also understand it is unlawful to give properly performing the job or in exchange for special consideration knowingly or negligently made a false statement or to have knowing certification of the correction of a violation required under the provide the Department.         Name*         ADAM JOEZ

Step	Action
15.	On the right side toolbar click the <b>Pay Now</b> button to pay the \$1,000 fee if necessary. For instructions on how to navigate the CityPay system, go to the <u>DOB NOW Payment User Manual</u> .
	A Dashboard
	Request Highlights
	View Filing
	History
	\$1,000.00 Pay Now
16.	Click Save then click Submit
	Save Submit
17.	Using the navigation bar at the top of the window click the <b>Next</b> button to go to the last page.
	≪ Previous Next » Q Zoom Q Zoom 100% ✓

Step	Action
18.	At the bottom of the last page click the checkbox and the click the <b>File</b> button to complete the process.
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreemer understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Name BUILD 139 Date 04/06/2023 (Electronically Signed)
	File C Return to Filing View

р	Action					
	Once a decision is mad <b>Decision Document</b> w document, open the <b>D</b> on the vertical tool ba from the <b>Requests</b> sec	de on the P ill also be u <b>eterminat</b> r on the lef tion.	the Pre-Determination, Applica to be uploaded to the Pre-Deter <b>minations &amp; Appeals Dashboar</b> the left side of the screen. Ther		eive an ema equest. To vi g on the Me eterminatio	ail notification. New the decisio Nu icon located <b>ns &amp; Appeals</b>
		*	Dashboard	÷		
			Projects	~		
			Major Projects Deve Program Enrollmen	elopment it		
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		70. A.	Job Filings			
			BIS Schedule of Oc	cupancy		
			Certificate of Occup	pancy		
			Permits	~		
			Work Permits After Hours Variand	ce (AHV)		
			Requests	~		
			Second Review of			
				, ppcub		
	After selecting Determ the form which will als	inations & so allow yo	Appeals, the dashboa u to view Decision Do	ard will display. cument.	Double click	< the filing to v
	Determinations & Appeals					
	View Filing Action V Request Number V	Determination Type ~	Determination Sub Type V Objections Related To	<ul> <li>Determination Class</li> </ul>	Review Type	Oetermination Status
1	Select Action: V PDA00005410	Pre-Determination	BIN Not Applicable	ZRD1	Pre-Determination	Pre-Filing
		Pre-Determination	BIN Not Applicable	CCD1 CCD1	Pre-Determination Pre-Determination	Pre-Filing
	Select Action:         DA00004848           Select Action:         DA00004847	Pre-Determination				Pre-Filing
	Select Action:         DA00004848           Select Action:         DA00004847           Select Action:         DA00004847	Pre-Determination Pre-Determination	BIN Not Applicable	CCD1	Pre-Determination	Pre-Filing
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Step	Action	
20.	Users can view t located in the up	he Response Document by clicking on the <b>Print Response Document</b> button oper right corner of the portal page.
	Pre-F <sup>IL</sup> itg	Review In <sup>ex</sup> ogress Review Complete
	🕒 Save 📄 Submit	Print Response Document
	DA00004548-BSA1	General Information

21. After a decision is made, if users wish to file an Appeal, they can do so by choosing **Appeal** from the **Select Action** drop-down on the Determinations & Appeals dashboard. The form for submitting an appeal is identical to that for submitting a Determination.

View	Filing Action ~	Request Number ~	Determination Type ~	Determination Sub Type ~	Determination Status ~
C	Select Action: 🗸	DA00003865	Pre-Determination	BIN	Review Complete - Denied
Ø	Select Action:	DA00003856	Determination	Objection	Pre-Filing
Ø	Appeal	DA00003845	Determination	Job Level Determination	Pre-Filing
Ø	Select Action: 🗸	DA00002497	Determination	Objection	Pre-Filing
ß	Select Action: 🗸	DA00002490	Determination	Job Level Determination	Pre-Filing
ß	Select Action: 🗸	DA00002475	Pre-Determination	BIN	Pre-Filing

Alternatively, you may also file an appeal by clicking on the **+Determinations** button and selecting **Appeal** from the dropdown menu.

+ Landmark Fee Payment	+ Determinations	Search
	Pre-Determination	n
	Determination	
	Appeal	
d To 🛛 🗸 Determina	tion Class 🛛 🗸	- C Rev

After selecting Appeal from the dropdown menu, the **New Appeal Request** screen will appear where you may search by **BIN** or **Job Filing Number**.

Select Search Type:*				
BIN	Job	Filing Number		
For DOB NOW job	s, use format M0000	0001-I1. For BIS jobs, us	se format 1234	56789-01.
ENTER JOB FILING NU	MDEK			
				Q Get Requests

	The system will display all Determination and Appeal requests related to the chosen Job Film Number or BIN. In the drop-down menu for the <u>latest request</u> , choose <b>Appeal</b> . Determination Lists					
	Filing Action	Request Number	Determination Type	Determination Class		
	Select Action:	SECPE00005647-A1	Appeal	CCD1		
	Select Action:	CPE00005647-D1	Determination	CCD1		
	Appeal	CPE00005647	Not Applicable	CCD1		