

SERVICE NOTICE

Supersede Owner and Add Owner Email Address Requests for BIS Jobs

A new owner can submit a Post Approval Amendment (PAA) in eFiling without the signature and seal of the Applicant of Record if the only change requested is to supersede the previous owner or add an owner's email address (Section 26 on the PW1: Plan/Work Application).

An owner can request an inspection if the email address used to register for DOB NOW: *Inspections* matches the email address listed in Section 26 of the PW1. Register for a DOB NOW: *Inspections* account at www.nyc.gov/inspections before submitting a PAA.

To submit a PAA for a BIS job to supersede a previous owner or add an owner's email address:

- Complete Sections 1, 2, 4, 24 and 26 of the **PW1: Plan/Work Application**. Indicate in Section 24 that **the PAA is being filed by the owner to supersede the owner or add an owner's email address**. Provide the applicant's information in Section 2, not the owner's information.
- Submit the PW1 in eFiling at www.nyc.gov/dobefiling.
- Select the appropriate module and Electronically Submit Documents (eSubmit). From the Filing Documents section, select Form Name PW1 and indicate the Filing Type as **New PAA**. Select doc number one and then upload and submit the file.
- After the PAA has been processed and the status in BIS is PAA Fee Due, submit the PAA processing fee of \$100 in eFiling by selecting Express Cashier Payments and PAA fees. Payment can be made by eCheck or credit card, which includes a 2% service charge.
- For standard plan examination filings, a plan examiner will approve the PAA. For the PAA to be approved for professionally certified filings, return to eSubmit and from the **Filing Documents** section, select **Form Name PW1**, indicate the Filing Type as **Approval for PAA**, select document number one and then upload and submit the PW1 file again.

This Service Notice rescinds the [May 2017 Service Update](#). For assistance, submit an inquiry at www.nyc.gov/dobhelp.