DOB NOW: Build
DECEMBER 2020 RELEASE
Withdrawal & Supersede Training

Updated 12/22/2020
AGENDA

- Ground Rules
- DOB Now Modules
- Learning Objectives
- Pre-DOB NOW – Overview
  - Current Process
- DOB NOW – Overview
  - Future Process
  - Features and Benefits
  - Roles and Responsibilities
  - DOB NOW login portal
- DOB NOW: *Build* – Withdrawal of Applicant of Record
  - Industry Process Demonstration
- DOB NOW: *Build* – Withdrawal of Contractor
  - Industry Process Demonstration
- DOB NOW: *Build* – Supersede of Applicant of Record
  - Industry Process Demonstration
- Questions & Answers
BEST PRACTICES FOR THE VIRTUAL CLASSROOM

- Chat Feature
- Mute Microphones
- Ask Questions
- Parking Lot
- Feedback
- Participate
Actions available in DOB NOW

- Submit Applications
- Submit Compliance Filings
- Make payments
- Schedule Appointments
- Check the status of an Application
- Pull permits
- Renew Permits
- Schedule Inspections
Overview

PRE-DOB NOW
WITHDRAWAL & SUPERSEDE
Currently in DOB, the PW1 form is used for Withdrawal & Superseding of the Applicant of Record (AOR).
DOB NOW: *Build* – WITHDRAWAL & SUPERSEDE OVERVIEW – FUTURE STATE

- Post Permit only - **Contractors & Applicant of Record** (PE/RA) must submit Withdrawal Requests in DOB NOW: *Build*.
- Post Permit only - **AOR will now Request Supersedes** in DOB NOW: *Build*.
- All other Withdrawal and Supersede transactions must be submitted via the current DOB NOW Help form.
## DOB NOW: Build – HELP FORM versus REQUEST IN DOB NOW

<table>
<thead>
<tr>
<th>WITDRAWAL OF</th>
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<th>POST PERMIT ISSUANCE</th>
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<tbody>
<tr>
<td>Applicant</td>
<td>Withdrawal Letter via Help Form</td>
<td>DOB NOW: Build – Job Filings dashboard select ‘Withdrawal’ under Filing Action</td>
</tr>
<tr>
<td>Contractor</td>
<td>N/A</td>
<td>DOB NOW: Build – Work Permits dashboard select ‘Withdrawal’ under Filing Action</td>
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<td>DOB NOW: Build – Job Filings dashboard select ‘Supersede’ under Filing Action</td>
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<td>Contractor</td>
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<td>DOB NOW: Build – Work Permits dashboard select ‘Renew Work Permit’ under Filing Action then choose ‘Renew Permit with changes’</td>
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<td>Special Inspector</td>
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Submit a Job Filing online
Customers do not have to travel to the DOB office for filings

Real time Job Filing information online
24/7 access to job status and information

Greater Transparency of the filing process
Job Filing status can be viewed at any time

Faster Processing time
Digital filing allows for quicker turnaround time for submitted Job Filings
DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL

PUBLIC PORTAL

- Industry Portal
- For eFiling registered users only
DOB NOW: Build – KEY STAKEHOLDERS

Applicant of Record
- Registered Architects
- Professional Engineers
- Licensees

Contactor
Withdrawal of Applicant of Record (PE/RA)

– Post Permit
At least one Permit must be issued, and LOC not issued to initiate a Withdrawal Request of the Applicant of Record. Withdrawal Request can only be initiated on Initial or Subsequent filings.

A Withdrawal Request cannot be initiated if a Superseding Request or another Withdrawal Request is in progress on the same Job Filing.
1. Clicking the **side menu button** to open up the list of Dashboards.

2. Select **Withdrawal & Supersede**. This will display all the Withdrawal Requests and their statuses.

3. A Withdrawal Request can be deleted at any time before submission.

   - Submitting a Withdrawal Request to DOB will not impact the ability to submit an L2 Request.
The stakeholder (AOR/Owner) who initiates the Request will be automatically identified as the Requestor, and only the Requestor can submit the Withdrawal Request.

- **Verify** the information within the General Information tab
- **Comments** must be entered as part of the Withdrawal Request.
- The Request must be **saved** in order to proceed.
Once saved, the **Status Bar**, **Request Number** AND **Quick Actions** display.

Access associated Job Filing details from within the **Requests Highlights** button.
The Request Status Bar and Request number are displayed on the screen indicating that the Withdrawal Request has begun. The Request Workflow includes:

- **Prefilling**: Pre-Request Submission
- **Pending QA Assignment**: DOB Pre-Review
- **QA Review**: DOB Review
- **Approve or Rejected**: Decision Approved/Rejected

- The Withdrawal Request number starts with **WR** and followed by 9 digits
- There is **no fee** for a Withdrawal Request
- Documents are not required; however, you can provide any Additional Supporting Documents to DOB by clicking the + Add New Document.

- If Requestor is the AOR, Statements and Signature of both the Owner and Applicant of Record is required.

- If the Owner is the Requestor, then only Owner’s Statement and Signature is required.
When the Request is submitted, the Job Filing Status & Request Highlights will change to **On Hold – Pending Withdrawal Applicant of Record**.

An **email** will be sent to all associated stakeholders, informing them of the change.
If the Withdrawal Request is approved, the Job Filing Status will change to **On Hold – Applicant of Record Withdrawn**, and the filing status timeline will show an exclamation point.

- The PE/RA withdrawn will have **read-only access** to the filing, and the Applicant information section on the PW1 will be **blank until the replacement stakeholder is identified**.
- Additional Requests **cannot be submitted** until the withdrawn Stakeholder is replaced on the Job Filing.
Withdrawal Requests for AOR cannot be filed on a PAA record.

However, if a Withdrawal Request is approved then:

- PAA’s in-progress on the Job Filing will be updated to display the withdrawn user as the previous stakeholder in the application highlights section.
- Any PAAs that were previously Approved before the Withdrawal of the respective AOR was approved will not be impacted/changed.
If the Withdrawal Request is **Rejected**, the Job Filing status will be **reverted to the original Job Filing status**.

An **email** will go out to all the stakeholders associated informing the change in status.

Applicant of Record/Owner must submit a new Request, resubmission on the rejected Request will not be allowed.
Here is a table listing the effects or status updates on transactions associated to a Job filing after a Withdrawal request is Submitted or Approved.

<table>
<thead>
<tr>
<th>PE/RA WITHDRAWAL REQUEST</th>
<th>JOB FILING</th>
<th>PERMIT</th>
<th>AHV</th>
<th>LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMITTED FOR REVIEW</td>
<td></td>
<td>On Hold – Pending Withdrawal of Applicant of Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td></td>
<td>On Hold – Applicant of Record Withdrawn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP-BY-STEP GUIDE DEMO
WITHDRAWAL OF APPLICANT OF RECORD
DOB NOW: Build – AOR WITHDRAWAL – INSPECTIONS

- DOB NOW: Inspections cannot be scheduled on the permit when the Job Filing status changes to On Hold – Pending PE/RA Withdrawal.

- If inspections were already Requested and scheduled before the Withdrawal Request, the inspection will be performed as scheduled.

- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to Signed-off when rejected.

- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to On Hold – Pending PE/RA Withdrawn when approved.
Withdrawal of Contractor
(Post Permit)
1. Either the **Owner** or the **Contractor** can file a Contractor Withdrawal Request on the Permit (PW2).

2. The permit is in **Permit Issued** and **not signed-off** to initiate a Withdrawal Request of the Contractor.

3. A Contractor Withdrawal Request can be initiated by selecting the **Request Withdraw** option from select actions.
The Stakeholder (Contractor/Owner) who initiates the Request will be automatically identified as the Requestor, and only the Requestor can submit the Withdrawal Request.

Verify the information within the General Information tab.

Enter the details/reason for the Withdrawal Request in the Comments section and click Save to continue.

Once the details are saved, the Withdrawal Request has begun.
The Request Status Bar and Request number are displayed on the screen, indicating that the Withdrawal Request has begun. The Request Workflow includes:

- **Prefilling**: Pre-Request Submission
- **Pending QA Assignment**: DOB Pre-Review
- **QA Review**: DOB Review
- **Approve or Rejected**: Decision Approve/Rejected

There is no fee for a Withdrawal Request.
Job Filing details will be displayed in Request Highlights once the Withdrawal Request is saved.

Navigate to the Job Filing from the Withdrawal Request at any time by clicking on number displayed against Job Filing #.
- No specific documents are required to submit the Request. If there are other supporting documents the Requestor wants to submit to DOB, they can be uploaded in the Documents tab.

- Only one signature is required. If the Requestor is the Contractor, his/her signature will satisfy the attestation. No other signatures are required.
When the Request is submitted, the status will change to **On Hold – Pending Contractor Withdrawal**. An email will be sent to all associated stakeholders, informing them of the change.

Once the Withdrawal is approved, the Contractor withdrawn will have view-only access to the filing and the status of the Permit will change to **Stop Work – Contractor Withdrawn**.
No Permit renewals can be initiated or submitted, when a Contractor has been withdrawn, the filing status will show **Stop Work – Contractor Withdrew** and

- AHV status will change to **Stop Work – Contractor Withdrew**.
- Additional Permits within the filing will not be impacted.
- DOB NOW: *Build* will not allow additional Contractor Withdrawal Requests until the withdrawn stakeholder is replaced on the Permit.
- If the Withdrawal transaction is rejected, the Job Filing status will be reverted to the prior status.
- An email will go out to all the stakeholders associated, informing them of the change in status.
- The Contractor/Owner must submit a new Request and address any issues identified on the previous Request; Resubmission will not be allowed.
STEP-BY-STEP GUIDE DEMO
WITHDRAWAL OF A CONTRACTOR
DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR - INSPECTIONS

- **DOB NOW: Inspections** will not allow users to schedule inspections on the permit when the filing status changes to *On Hold – Pending Contractor Withdrawn.*
- If inspections were already Requested before the Withdrawal Request and scheduled while awaiting DOB decision, the inspection will be performed as scheduled.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to *Signed-off* when rejected.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to *On Hold – Pending Contractor Withdrawn* when approved.
To Supersede a Contractor, use the **Renewal with Changes** option on the Work Permit (PW2). The following rules will apply as previously mentioned:

- If any of the contacts on the PW2 are changing, it will be **classified as Renewal with Changes**.
- The processes for Review and Renewal is the **same as the Initial Permit**.
Supersede of Applicant of Record (PE/RA) Post Permit
DOB NOW: Build – SUPERSEDE AOR – PREREQUISITES

- The Supersede of an Applicant of Record is a process of replacing either the existing or a withdrawn Applicant of Record on a Job Filing.

- These Requests can only be filed against the Initial or Subsequent filings.

- The Request Supersede option will be available if the permit is issued on the Job Filing and LOC not issued.

- To initiate the Supersede Request on a Job Filing, use the Search option from the Dashboard.

- A Supersede Request cannot be submitted if another Withdrawal/Supersede Request is pending on the filing.
Anyone that is eligible to be Applicant of Record on the Job Filing can initiate the Supersede Request from the Search tab.

A Supersede Request **cannot be initiated** or filed if the LOC Request is submitted or the LOC is issued.

If the Supersede Request is submitted, then LOC cannot be initiated or submitted.
The stakeholder (AOR/Owner) **who initiates** the Request will be **automatically identified as the Requestor**, and only the Requestor can submit the Supersede request.

- Select the **License Type** and **Business Name**.
The **Owner & Previous Applicant’s information** will be displayed in the previous applicant section in the General Information tab.
Answer the questions within the Documents/Waiver tab.

Comments must be entered as part of the Supersede Request.

The Request must be saved in order to proceed.
Once saved, the **Status Bar, Request Number AND Quick Actions** display.

Access associated Job Filing details from within the **Requests Highlights** button.
The supersede applicant can specify if:

- **Plans** will be updated (processed as an amendment with plan examiner or QA Admin review)
- **AI1 form** will be submitted (minor plan or other changes that will be added to the filing)
- **Waiver** will be Requested (no changes are being made to existing plans and documents)

- **Upload** any updated documents in the Documents tab. Additional documents can be submitted.
- If plans are being updated, plans for **each work type** are required
- A **DPL-1** for the superseding PE/RA is always required
In the **Statements & Signatures** tab the **Supersede Applicant** and the **Owner** must attest to the Request.

**A filing fee of $100** must be paid before submission unless the Job Filing is fee-exempt.
Supersede Request review depends on the filing review type on the Job Filing.

- If the Job Filing is Standard Plan Exam., the Supersede Request will be reviewed by a Plan Examiner.

- If the Job Filing was submitted with Professional Certification review, the Supersede Request will be reviewed by a Professional Certification QA administrator.
Once Approved, the job status is **On Hold – Pending Supersede of Applicant of Record**, and the system will not allow an additional Supersede or a Withdraw of Applicant of Record.

**L2 Requests** will not be impacted. L2 Requests can be filed and reviewed.

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### Job Filings

<table>
<thead>
<tr>
<th>View</th>
<th>Filing Action</th>
<th>Job#</th>
<th>Filing#</th>
<th>Job Type</th>
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<tbody>
<tr>
<td>☑</td>
<td>Select Action</td>
<td>M00380650</td>
<td>S2.</td>
<td>Alteration</td>
<td>Subsequent Filing</td>
<td>On Hold - Pending Supersede of Applicant of Record</td>
</tr>
<tr>
<td>☑</td>
<td>Select Action</td>
<td>M00380650</td>
<td>P2.</td>
<td>Alteration</td>
<td>PAA</td>
<td>Approved</td>
</tr>
<tr>
<td>☑</td>
<td>Request L2</td>
<td>M00380650</td>
<td>P1.</td>
<td>Alteration</td>
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<td>Approved</td>
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<td>☑</td>
<td>Select Action</td>
<td>M00380650</td>
<td>I1.</td>
<td>Alteration</td>
<td>New Job Filing</td>
<td>Permit Entire</td>
</tr>
</tbody>
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- If the Supersede Request is Rejected, it **cannot be resubmitted**; instead, a new Request will need to be submitted.
- The status of the Job Filing will be **returned to the status prior** to the Supersede Request submission.
Here is a table listing the effects or status updates on transactions associated to a Job filing after a Supersede request is Submitted or Approved.

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If the stakeholder holds multiple roles on the Job Filing, **only the role identified** in the Supersede Request will be affected.

The system **automatically updates** the associated fields or Job Filing once the request is approved.
If Plans are uploaded as part of Superseding Request, then upon approval of the Request, the plans will be updated on the Initial/Subsequent filing.

If an AI1 is uploaded then, the AI1 document will be appended to the Initial/Subsequent filing respectively.
Upon approval of the Supersede Request, the superseded stakeholder will be displayed in the application highlights section with the label **Previous Applicant of Record**.

- Supersede Requests cannot be filed on a PAA record.
- Any previously approved PAAs will **continue to display** the Applicant of Record.
- Any PAA transactions that were previously approved before the Supersede approval will stay as-is and won’t be updated.
DOB NOW: *Build* – SUPERSEDE AOR – INSPECTIONS

- DOB NOW: *Inspections* will not allow users to schedule inspections on the permit when the filing status change to **On Hold – Pending PE/RA Superseding**.

- If inspections were already *Requested* before the Supersede Request and scheduled while awaiting DOB decision, the inspection will be performed on schedule. The inspector will post results to DOB NOW: *Inspections*.

- The filing status will still read **On Hold – Pending PE/RA Superseding**.
You are now able to:

- Understand the differences between Withdraw a PE/RA & Contractor
- Identify the workflow of Withdrawing PE/RA & Contractor
- Identify the workflow of Superseding PE/RA
- Recognize and understand the DOB Status Bar
  - Withdrawal/Supersede Request **Prior to Submit**
  - Withdrawal/Supersede Request **Approval**
  - Withdrawal/Supersede Request **Rejection**
DOB NOW: HELPFUL RESOURCES

www.nyc.gov/dobnowinfo

Here you will find helpful links to:

• Log-in and Register for DOB NOW
• Take advantage of Training Tools & Classes
• Find FAQs and Tip Sheets for DOB NOW: Build

www.nyc.gov/dobnowhelp

Here you will:

• Submit DOB NOW inquires
QUESTIONS?
THANK YOU!

NO PAPER. NO LINES.