

# RESOURCES

- ▶ **Know Your Construction Professional**

Use the directory to check the disciplinary and voluntary surrender license records of construction professionals before hiring one. Get the information on the Homeowner tab at [nyc.gov/buildings](https://nyc.gov/buildings).

- ▶ **DOB NOW: Build**

Using DOB NOW:Build allows you to file jobs, submit fees online, view and search information related to your jobs and permits, upload documents, receive emails at milestones throughout the application process, pull and print work permits, and a host of other activities all from the comfort of your home. Go to [nyc.gov/dobnow](https://nyc.gov/dobnow).

- ▶ **eFiling**

Register for an **eFiling** account at [nyc.gov/dobefiling](https://nyc.gov/dobefiling) to use DOB NOW.

- ▶ **DOB NOW Public Portal**

All permit applications are publicly available and active permits must be posted at the building. Use the DOB NOW Public Portal to track permit applications online. Access the DOB NOW Public Portal at [nyc.gov/dobnow](https://nyc.gov/dobnow).

- ▶ **Homeowner Repair Loans**

**NYC Housing Preservation & Development (HPD)** offers eligible owners a variety of low-interest loans for moderate to major renovations. Find loan information at [nyc.gov/hpd](https://nyc.gov/hpd).

- ▶ **ConEdison**

[coned.com/en](https://coned.com/en)

- ▶ **National Grid**

[nationalgridus.com/NY-Home](https://nationalgridus.com/NY-Home)

[nyc.gov/buildings](https://nyc.gov/buildings)



**UTILITY  
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RESTORATION**

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Buildings

Having a vital utility shut down, like gas, can be cumbersome and a vast process to restore. To restore gas to your home, the NYC Department of Buildings requires the filing of an **Emergency Work Notification** or a **Limited Alteration Application**.



## What is an Emergency Work Notification?

An **Emergency Work Notification (EWN)** is a report that must be filed by a licensed contractor (Licensed Master Plumber, Oil Burner Equipment Installer, or Master Fire Suppression Contractor). The EWN allows the licensed contractor to repair an emergency or hazardous condition before a permit is issued.

The EWN expires **two (2) full business days** after it is issued and requires a **Limited Alteration Application** to be filed before the expiration date.

The notification must include a description of the emergency/unsafe condition and the actions taken to repair the hazard.

### Emergency work includes:

- ▶ repairs to address an emergency or hazardous condition that needs immediate attention
- ▶ restoration of gas for cooking purposes in residential dwelling units or commercial space
- ▶ restoration of heat and hot water
- ▶ maintaining sanitary conditions
- ▶ restoring fire suppression systems to proper working conditions

The following information **must** be included in the EWN:

- ▶ address where the work is occurring
- ▶ the nature of the emergency or hazardous condition
- ▶ the licensed contractor's information.

Make sure the licensed contractor you hire completes all **Department of Buildings (DOB)** required inspections and obtains sign-off of the completed work. The licensed contractor **must** request and pass a final sign-off inspection by DOB. In addition, your licensed contractor must schedule and pass inspection with your utility company so site connections can be authorized.

**NOTE: DOB randomly audits work performed under an EWN. An EWN can only be filed in DOB NOW: Build.**

## What is a Limited Alteration Application?

The **Limited Alteration Application (LAA)** is used for plumbing work, fire suppression piping replacement and repairs, and oil burner installations that do not include construction work.

Generally, LAA work is restricted to the repair and/or replacement of existing equipment and does not require a registered design professional (professional engineer or a registered architect) – except for some minor new installations. Make sure the LAA captures the full scope of work performed before it is submitted to DOB.

Your licensed contractor **must submit an electronic LAA filing within 48 hours of the EWN expiring.**

**NOTE: Licensed contractors can file a LAA to install minor plumbing work for repairs and replacement appliances.**

## WHAT YOU NEED TO DO . . .

### ▶ Hire a Licensed Master Plumber.

A plumbing or fuel gas piping system repair can only be performed by a Licensed Master Plumber.

### ▶ Make sure the proper documents are submitted.

All plumbing job filings and permit requests must be submitted in **DOB NOW: Build** at [nyc.gov/dobnow](https://nyc.gov/dobnow). Paper filings are no longer accepted by DOB. Owners associated with a job filing will need an **eFiling** account to request a permit or submit a filing.

Visit [nyc.gov/dobefiling](https://nyc.gov/dobefiling) to register for an eFiling account. If you already have an eFiling account, use your existing username and password to access DOB NOW: Build. You will need system access to provide approval for the filing.

### ▶ Resolve any outstanding civil penalties.

You must address outstanding civil penalties associated with a work without permit violation before a permit can be obtained. OATH penalties will not interfere with the EWN process.

### ▶ Get sign-off for DOB inspections.

Make sure your licensed contractor completes all the required DOB inspections and submits the gas restoration authorization request in **DOB NOW: Build**. LAA filings submitted in DOB NOW: Build will be permitted in real-time.

### ▶ Get sign-off for utility inspections.

Make sure your licensed contractor obtains the required inspections from your utility company to authorize site connections.

*For more information, contact the **LAA Hotline** by phone at (212) 393-2406 or email at [LAA-PR@buildings.nyc.gov](mailto:LAA-PR@buildings.nyc.gov). Please put **emergency** in the subject line.*