

SERVICE NOTICE

COVID-19 Response: Post Approval Amendments and Immediately Hazardous Violation Civil Penalty Payments

As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Thursday, April 16, 2020, Post Approval Amendments for BIS jobs and Immediately Hazardous Violation Civil Penalty payments must be submitted in eFiling.

Post Approval Amendments (PAA)

Paper PAA applications for BIS jobs can no longer be dropped off or sent to a DOB borough office. To submit a borough or Hub PAA application, log into 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 that a PAA is being filed. Select the doc number that is being amended and then upload and submit the file:

Filing Documents [\(show help\)](#)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

***Select Form Name :**

PW1-PLAN / WORK APPROVAL APPLICATION

***Are you filing a PAA? :** Yes No

***Please select the doc number you are amending?:** PICK A DOC NUMBER

***Select File to Upload:** (PDF format only. Maximum size limit:10MB)

Browse... **Submit File**

See the [Post Approval Amendment Payments Service Notice](#) for additional information.

Immediately Hazardous Violation Civil Penalty Payments

To pay an Immediately Hazardous Violation Civil Penalty fee, log into eFiling at www.nyc.gov/DOBeFiling and select Express Cashier Payments and Hazardous Violation Fees. Payment can be made by eCheck or credit card, which includes a 2% service charge. In-person payments will no longer be accepted. A copy of the receipt must be submitted with a Certificate of Correction request. See the [Certificates of Correction Service Notice](#) for additional information.

If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips.

POST UNTIL: June 30, 2020