



AIA
Brooklyn

DOB Virtual Meeting with AIA Brooklyn Chapter

Wednesday, April 22, 2020

6:00 PM

Q & A Notes:

Q1. How does/will DOB process HUB Self Service job PAA drawings? For example, if there are minor revisions with an AI1 and layout changes to the plan; typically, the plans are brought to the borough office for professional certification stamping, so how will this be addressed? Additionally, how will PAA plans with the same minor revisions as mentioned above be submitted for any BIS projects?

A1. Currently PAA plans still need to be dropped off at the borough office. DOB will inquire with the plan exam department to try to have approved plans uploaded via e-submit similar to HUB plans.

Q2. Also DOB generic COVID-19 Response announcement proposes drop off boxes or mail in for CO and LOC submissions. Assuming that all submitted paperwork needs to be scanned – why not allow submissions via email or e-submit?

A2. DOB will release a service notice shortly implementing PW7 application upload via e-submit.

Q3. Is the DOB conducting on-site plumbing inspections and final inspections for residential renovation projects at this time?

A3. DOB is currently re-evaluating to move enforcement inspectors to development in order to facilitate inspections on non-essential projects. Currently, only essential projects/sites or single worker exemption applications can move through the inspection process via DOB NOW Inspections.

Q4. Will PAA fees continue to be submitted through e-filing? Will the public have the option to pay via e-filing or pay in person at the borough?

A4. DOB will continue to accept PAA fees through e-filing as well as borough office.

Q5. Can record/folder requests be submitted online? A 2016 notice indicated that emailed requests were the only way to request records. (See attached. I seem to recall this was in use for a short while) Can there be an online form, rather than an email, to make such a request, which would automatically generate a receipt of the request, AND an email sent when the record is available for pick up?

A5. DOB long term goal is to scan all records in order to have an electronic version for requests. This is currently not on the agenda as an outside company will need to provide scanning services and it is not budgeted at this time.

Q6. During this COVID-19 NYS Emergency, can a sidewalk shed be removed from a site where work that necessitated it is completed?

A6. Sidewalk sheds and fences were always considered emergency installations and therefore can be installed and removed at this time without the need to register as essential construction.

Q7. I have an approved and permitted application to conduct probes in a single-family residence. The work would be done by a single worker. Is this permitted at this time? (I believe so, but it doesn't seem to be completely clear in the guidelines.)

A7. Single workers are permitted at this time and no certificate is required for single workers. A licensed professional can obtain a certificate via DOB NOW Build portal through the Essential Construction tab if needed.

Q8. I see that Alteration Type 1 is an on option on eFiling "minor construction full service" and in the past when you choose to validate the application, it seems that Alteration 1 hub applications will not validate and we are forced to submit via the borough as a standard paper filing. I have a job that I want to file that is a single-story addition to an existing 2 family 2 story building and want to file this via eFiling to avoid having to go to the Borough during the COVID-19 crisis. What other options are there to electronically file Alteration Type 1 jobs such as the one that I am currently designing that doesn't require going to the borough office?

A8. DOB will inquire with HUB as to why Alt 1 applications are not reviewed. HUB portal was experiencing some glitches and DOB is aware of the issues.

Q9. The transition to DOB NOW has been made more difficult with the "one foot in, one foot out" system of filing certain worktypes in DOB NOW and others in BIS. When will DOB NOW be rolled out in full including Alt 1 and NB applications?

A9. Coming soon – the plan is to phase the CO portion first and then phase in the general construction worktype portion. DOB anticipates October for initial roll out but that is subject to change depending on extenuating circumstances.

Q10. Will DOB be opening the DOB NOW software by releasing an application program interface (API) for use by software developers? If so, when?

A10. DOB NOW application development has been in process for approx. three years and no such release has been discussed.

Q11. The essential permit process seems to be evolving regularly, on the 15th of April when I tried to get an approval it responded that a request is not needed and site is already essential, (I saved a snapshot of the window) but later in the week the 17th I believe this changed and now when the application # is plugged in it takes you to a form to be completed and a formal request needs to be made. Will this change again?

A11. There was a glitch in the system during that time period and no additional changes will be made.

Q12. If a location was already acknowledged (per above) previously, does an application still need to be made (Keep in mind the info was already passed on to my client by the 17th)?

A12. Unfortunately, due to the glitch a new form will be required to designate the site essential.

Q13. Any idea of when and how DOB will start to loosen up and start to allow other non-essential projects to be permitted?

A13. When the Governor's Executive Order is modified or a new order is executed. It takes DOB approximately 3-4 days to implement any modifications to the Executive Order.

Q14. Do you think in the future applicants can continue to make some submissions on line and via email?

A14. The goal is for the on line submissions to continue.

Q15. Is the construction division performing C of O inspections at this time? And more specifically, are C of O Construction update inspections still being required every 18 months to obtain a TCO renewal? If so, is the current process the same as previous through DOB NOW Inspections?

A15. Inspections can be scheduled via DOB NOW Inspections portal. With respect to the 18-month construction inspection for renewal TCO's, DBC & BC have been advised to authorize TCO renewals with the postponement of the 18-month inspection at this time.

Q16. Can roof repair work be done at this time on one and two family homes? This work does not require a permit as per 1 RCNY 101-14.

A16. Please review the NYC interpretation of Essential vs Non-Essential guidance document on the DOB website for clarification. All items addressed in the guidance document are with respect to permitted work, therefore ordinary repairs that do not require a permit may be done but must adhere to social distancing guidelines.

Q17. I have an approved, permitted Alt2 application filed through DOB NOW (for mechanical work) and I need to change the Special Inspection Agency that was initially designated. There seems to be no way to do this through DOB NOW. What must be done?

A17. DOB NOW was designed to allow for withdrawals and superceding of applications but it has not been implemented as of yet. Therefore in order to process such a request it must be done by DOB staff manually. Submit an AI1 form with the original information and the superceding information, including name, license number, etc. to the Help Center in the DOB NOW portal to be processed.

Q18. How will fee exempt TCO renewals be handled?

A18. See A2. Same as currently handled.

Q19. How are permits for non-essential alteration projects in multiple dwellings being monitored with respect to weekly reports when access is not allowed by buildings?

A19. Weekly reports are only required for projects that require a site safety inspector. A multiple dwelling alteration project would not require a weekly report.

Q20. What is the protocol and how is it handled for an exemption for essential?

A20. Exemptions are requested through the DOB NOW Build portal under the new "Essential Construction" tab. Only the licensed professional representing the client can request for exemption via the online form. The exemption being requested can be selected through the drop down menu and documents may be uploaded in support of such request. The request will be reviewed, once approved, if it is an exempt site it will be indicated on the map and will not

produce a certificate. If it is an exempt project a certificate will be created upon approval. DOB is working on creating certificates for all exemptions. If the application is denied for exemption there are two appeals that can be requested thereafter.

Q21. Does DOB present any recommendations to the State or Governor's office of what should be permitted?

A21. Direction comes from the Governor's office. DOB has conversations with the State for further clarifications and guidance.

Q22. If an NB project is approved as essential construction, does the demo application associated with the site also need to be approved as an essential project?

A22. The demo application will need to be approved as essential as well. Currently demo applications cannot be recognized via the DOB NOW Build portal under essential construction. When a demo application moves to permit the borough manager is contacted to clerically process the demo permit associated with an essential construction NB application.

Q23. The DOB standard template supercede letter is confusing, who signs the form and under which circumstances?

A23. DOB will review the form and advise.

Q24. On projects approved for work with a single worker does a construction superintendent still need to be on site each day?

A24. DOB will review and advise.

Q25. How are reinstatements being handled?

A25. The Brooklyn borough office stated that the following was being accepted via the BrooklynPER11appointments@buildings.nyc.gov email address at this time: All, After Hours Variances, L2 requests, Letter of No Objection, Reinstatements, Supercede requests, Temporary Use Permits and Withdrawl requests.

Q26. Can a jobsite receive ordered material due to be delivered if it is not an essential project?

A26. Only if a single person will be delivering and storing delivered material.