

# SERVICE NOTICE

## General Construction (Phase One) and Other Work Types to Launch in DOB NOW: *Build*

A major expansion and upgrade of **DOB NOW: *Build*** will be occurring in multiple phases. Phase 1 is launching on December 28, 2020.

Multiple work types that used to be filed as Other (OT) or Construction Equipment (EQ) in BIS will have their own work types in DOB NOW.

	DOB NOW: <i>Build</i>	BIS
<b>Phase 1</b> <i>December 28, 2020</i>	Required for new filings of: <ul style="list-style-type: none"> <li>• General Construction (except NB jobs)</li> <li>• Foundation</li> <li>• Earthwork</li> <li>• Support of Excavation</li> <li>• Protection &amp; Mechanical Methods</li> </ul> Other additions: <ul style="list-style-type: none"> <li>• Composite permits</li> <li>• Site Safety Plan</li> <li>• Tenant Protection Plan</li> <li>• Withdrawal &amp; Supersede</li> <li>• Enhanced "look and feel"</li> </ul>	Continues for: <ul style="list-style-type: none"> <li>• New Building (NB) &amp; Alt-1 jobs</li> <li>• All filings for the five added work types already in 'D' status as of December 23, 2020</li> </ul>
<b>Phase 2</b> <i>Later this Winter</i>	Required for: <ul style="list-style-type: none"> <li>• New Buildings</li> <li>• Alt-CO (formerly Alt-1)</li> <li>• Certificate of Occupancy (new building-level Schedule of Occupancy and 'dynamic' C of O functionality) for BIS filings</li> </ul>	Continues for: <ul style="list-style-type: none"> <li>• All filings already in 'D' status</li> <li>• Affordable Housing and Fee Exempt filings</li> </ul>

### Phase One

Effective **December 28, 2020**, the following are required to be submitted in DOB NOW:

- **General Construction (GC)** – for all job types other than New Buildings; includes: Construction, Chimney, Façade, Enlargement
  - New Buildings (NB) jobs – continue to file in BIS with GC as only work type until Phase 2

- Alteration Type 1 (Alt-1) jobs – file No Work job and Schedule A in BIS, and file GC in DOB NOW
- Alteration Type 2 & 3 (Alt2, Alt3) jobs – file in DOB NOW.
- **Foundation (FO)** – all foundation work\*; includes: Deep, Retaining Wall, Shallow, Tie Backs and Anchors, Underpinning, Other
- **Earthwork (EA)** – all earthwork\*; includes: Excavation, Landscape, Sitework (Grading and fill), Soil Improvement, Soil Improvements, Underpinning
- **Support of Excavation (SE)** – all support of excavation work\*; includes: Berming/Sloping/Benching, Ground Freezing, Shoring/Bracing, Slurry Shaft/Wall, Soil Grouting/Improvement/Mixing, Tangent/Secant Piles, Tie backs and Anchors, Other
- **Protection & Mechanical Methods (PM)** – all protection and mechanical methods\*; includes: Chute, Cocoon, Hoisting Equipment, Mechanical Demolition Equipment, Platform, Roof Overhead Protection, Roof Protection, Other

\* this includes work associated with NBs, except for for 1/2/3 Family NBs as described below

**In DOB NOW as of 12/28/2020**

**Already in DOB NOW**

**File at FDNY**

<b>5 Job/Project Types</b> Choose one and provide specified associated information.		
<input type="checkbox"/> Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5) 6A-E, 8B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1	<input type="checkbox"/> Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22	<input type="checkbox"/> Full Demolition 6B, 8D, 9A & 9C-D, 9K, 9M, 13D-E, 14, 21A, 22
<input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 8F, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> Subdivision 9A, 9D, 12A-B
<input type="checkbox"/> New Building 6A-E, 8F, 9A, 9C-K, 9M, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1	<input type="checkbox"/> Sign 5A, 6B-D, 9A, 9D, 22-23	<input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17 5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>6 Work Types</b> Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.			
6A <input type="checkbox"/> BL - Boiler PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C	<input type="checkbox"/> PL - Plumbing PW1B	6E <input type="checkbox"/> CC - Curb Cut 16
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe PW1B	<input type="checkbox"/> OT/LAN - Landscape
<input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler PW1B	6F <input type="checkbox"/> OT/ANT - Antenna
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction <i>except if New Building</i>	6D <input type="checkbox"/> OT - Other, describe:	<input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D
<input type="checkbox"/> FN - Construction Fence	<input type="checkbox"/> SH - Sidewalk Shed	<input type="checkbox"/> SF - Supported Scaffold	<input type="checkbox"/> OT/FPP - Fire Protection Plan
<input type="checkbox"/> PM - Protection & Mechanical Methods	<input type="checkbox"/> ST - Structural	<input type="checkbox"/> FO - Foundation	<input type="checkbox"/> OT/MAR - Marquee 8E, 26B
	<input type="checkbox"/> EA - Earthwork	<input type="checkbox"/> SOE - Support of Excavation Facade	

Continue in the Buildings Information System (BIS):

- Filings of the above work types in **D** status or later in BIS by December 23, 2020 will continue to be processed in BIS.
- Post Approval Amendments (PAAs) on existing BIS filings will continue to be filed in BIS.
- New Buildings (NB) jobs:
  - For 1/2/3 Family Homes: During Phase 1, separate Foundation, Earthwork, and Support of Excavation filings will not be required and those elements may be included on the architectural plan set for the OT/GC filing in BIS. However, if a separate filing is being submitted for the Foundation, Earthwork, or Support of

Excavation work, then it will need to be filed in DOB NOW. (This is like the existing exemption for Mechanical and Structural elements that has been in place since July 1, 2019.)

- For All Other Building types: During Phase 1, file the OT/GC work type in BIS; all DOB NOW work types must be filed in DOB NOW.
- Alteration Type 1 (Alt1) jobs – file a "No Work" job and Schedule A in BIS, then file GC in DOB NOW.

Other Phase One additions to DOB NOW include:

- Composite permits – one permit covering multiple work types
- Enhanced layout – with new features including expanded search, exporting, and filing validation
- Site Safety Plan
- Tenant Protection Plan
- Supersede – of Design Professional \*
- Withdrawal – of Design Professional or Contractor/Licensee \*

*\*applies to DOB NOW jobs filed since July 1, 2019; all other supersede/withdrawal transactions must continue to be requested via the [DOB NOW Help Form](#)*

## Phase Two

DOB NOW will be further expanded to include Job/Project Types (New Building, Alteration-CO, No Work, etc.) and Certificate of Occupancy transactions in Phase Two, which is planned to begin later this winter. A subsequent Service Notice will be posted with the exact date and further details.

### Access to DOB NOW: *Build*

To log into DOB NOW, all users need an active **eFiling** account specific to their license/registration type, if applicable. To create an eFiling account, visit the DOB NOW Registration Page at [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for assistance.

Permit applicants must have their current Disability, General Liability, and Workers Compensation insurances on file with the [DOB Licensing Unit](#).

### DOB NOW Training

The Department is conducting free training sessions to explain the new processes and demonstrate how to use DOB NOW: *Build*. Visit the DOB NOW Training Page at [www.nyc.gov/dobnowtraining](http://www.nyc.gov/dobnowtraining) to register for training and to access step-by-step guides, user manuals, and videos.

### DOB NOW Inquiries and Support

To submit an inquiry about DOB NOW, visit the DOB NOW Help Form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).