

Below please find some additional DOB NOW FAQ.

Q: Can a Co-op tenant shareholder or a Condo owner sign as “owner” for a DOB NOW application?

If so, is an additional signature from a Condo or Co-op Board officer still required as on the paper PW-1?

A: Presently only one person or entity need attest on a DOB NOW application as “owner”. The Board of the Building need decide if they will grant authorization to the individual Co-op tenant shareholder or a Condo owner sign as “owner” for a DOB NOW application. The DOB will accept any person or entity as “owner” and will only follow-up if there is a complaint. This is the same approach as prior to DOB NOW.

Q: How are building records (address/block-lot/BIN) cross referenced with “building owner” registration as recorded in DOB NOW?

A: The records are based on block & lot number as they were before DOB NOW. For Co-op or Condo buildings, or other multi-occupant buildings, the DOB NOW system will allow multiple persons or entities to be registered as “owner” for the same block & lot number.

Q: Should filing in single unit within a Condo building show the individual unit tax lot or the building’s general 7K lot number? Assuming the general tax lot, as in previous paper filings, can multiple unit owners (persons/emails) be registered as “owner” in DOB NOW for the single condo or co-op building?

A: A filing in a Condo building should utilize the “7K” lot number shown in BIS property profile, as was done prior to DOB NOW. Yes, the DOB NOW system will allow multiple persons or entities to be registered as “owner” for the same block & lot number.

Q: On the TPP filing, can a Co-op tenant shareholder or a Condo owner sign as “owner”?

A: Yes, whoever is listed as “owner” under the DOB NOW application should sign as “owner” for the associated TPP filing.

Q: In DOB NOW, who needs to attest to the final costs that were previously filed on a final PW-3?

A: The final costs entered into DOB NOW do not require an affirmation or re-entry of the attestation by the “owner”. Previously the final costs could be filed by anyone familiar with the costs. Now the can be entered by any stakeholder to the application.

Q: Presently, subsequent job filings ask for many items that have already submitted with the Initial filing. Can the system be revised to recognize these items were previously submitted with the initial filing?

A: DOB NOW approaches every filing (including subsequent filings & PAA) as a separate application. Since the information regarding the subsequent or PAA filing may be different from the same documents (i.e. TR-1, TR-8, Landmark approval, etc.) submitted with the original application, they are all required to be submitted anew as part of the subsequent or PAA filing. If there is no change you may re-submit the same documents.

Q: A Plumbing filing submitted as a subsequent filing specifically requires Site Characteristics and Dwelling Units/Density – which seems irrelevant for a plumbing filing, but especially for the subsequent PL filing.

A: This has been corrected. Zoning information should no longer be required on these filings.

Q: There are troubling glitches, like for example somebody else's set of drawings popped up when I clicked on our uploaded plans in document section. While second click produced our plan, we can't expect inspector or examiner to be as patient with this. I understand that it's hard to prove, that's why we have more than one person in my office as a witness of this glitch.

A: This happens sometimes, usually when an Examiner wrongly associates a set of approved drawings with the wrong application. If the problem persists, please contact the Help portal, or submit a PER-11 to the Chief Examiner of the appropriate Borough