

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

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 w/ FDNY
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5 Job/Project Types Choose one and provide specified associated information.

<input type="checkbox"/> Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.3.6A-E, 69-C, 67, 9-10, 12, 13C-F, 14, 19-20, 21.6 PW1A, PD1	<input type="checkbox"/> Alteration Type 2 SA, 64-D, 64-E, 9-10, 13C-E, 6, 14, 20, 22	<input type="checkbox"/> Full Demolition 68, 80, 84 & 90-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, 19-20, 21A, PD1	<input type="checkbox"/> Alteration Type 3 SA, 68-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> Subdivision SA, 80, 13A-B
<input type="checkbox"/> New Building 64-E, 67, 84, 90-K, 9M, 10, 12 & 13A-E, 14, 19-20, PW1A, PD1	<input type="checkbox"/> Sign SA, 69-D, 84, 90, 20-23	<input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17 SA Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No

6 Work Types Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 Jettai applications

SA <input type="checkbox"/> SI - Solar PV/FC	DPS <input type="checkbox"/> Fire Storage PV/FC	DPL <input type="checkbox"/> Punting PV/FC	SD <input type="checkbox"/> Standpipe PV/FC	SE <input type="checkbox"/> CC - Cut Cut 18
DFA <input type="checkbox"/> Fire Alarm	DFF <input type="checkbox"/> Fire Suppression	SD - Standpipe PV/FC	SP - Sprinkler PV/FC	OT/LAN - Landscape
DFA - Fuel Burning PV/FC	DMT - Mechanical	SP - Sprinkler PV/FC	OT - Other, describe	OT/ANT - Antenna
EQ - Construction Equipment 18	OT/OC - General Construction except if New Building	OT - Other, describe	OT/BPP - Builders Pavement Plan 80	OT/FPF - Fire Protection Plan
NI - Construction Fence	SI - Interlock Shed	SI - Structural	OT/MAR - Marquee SE, 25B	OT/MSR - Marquee SE, 25B
SP - Supported Scaffold	PM - Protection & Mechanical Methods	FO - Foundation		
		EA - Earthwork		
		SE - Support of Excavation Posts		

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 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 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.