

SERVICE NOTICE

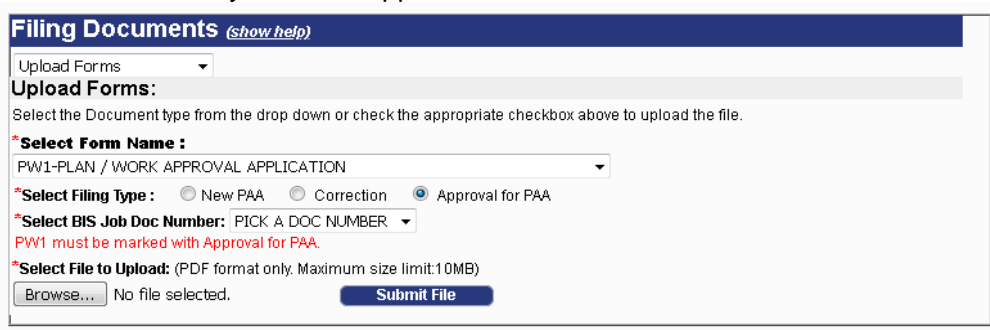
COVID-19 Response: Enhancements to Post Approval Amendment and Correction Submissions in eFiling and Essential Construction Requests Update for Electrical and Limited Alteration Applications Permits and Demolition Filings

The process for submitting Post Approval Amendment applications and correction requests in eFiling has been enhanced. In addition, the Essential Construction requests portal at www.nyc.gov/dobnow has been updated to allow for submission of Electrical and Limited Alteration Application (LAA) permits that were submitted prior to April 3, 2020 and Demolition filings. Certificates of Authorization have been extended for the duration of the state of emergency

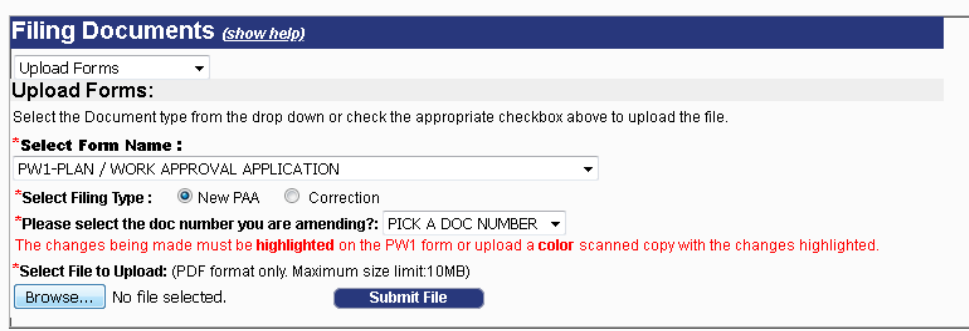
Post Approval Amendment (PAA) Applications and Correction Requests in eFiling

New PAA applications, data correction requests to an existing Doc or PAA and requests for approval of an already existing PAA for BIS jobs can no longer be dropped off or sent to a DOB borough office. To submit a borough or Hub PAA application or correction, 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 the Filing Type. Select the doc number that is being amended and then upload and submit the file. The changes being made must be circled on the PW1 form or upload a color scanned copy with the changes highlighted.

eSubmit options for Professionally Certified Applications:



eSubmit Options for Standard Plan Examination Applications:



For Development Hub applications only, send an email to nycdevelopmenthub@buildings.nyc.gov after a submission is made in eSubmit for the processing, approval or retrieval of the documents. Do not send an email for submissions that are processed by a borough office. Plans for professional certified applications can be retrieved in the eSubmit portal and can no longer be picked up in person at a borough office.

After a PAA has been processed by the Hub or borough office and the status in BIS is PAA Fee Due, submit payment in eFiling at www.nyc.gov/DOBeFiling. Log into eFiling and select Express Cashier Payments and PAA fees. Payment can be made by eCheck or credit card, which includes a 2% service charge. In-person payments will no longer be accepted.

Essential Construction Requests for Electrical and LAA Permits

Electrical and LAA permits are now required to be entered in the Essential Construction request portal at www.nyc.gov/dobnow if the permit was submitted prior to April 3, 2020 and work needs to continue. If the Essential Construction request is approved, the job will be listed on the [Essential Active Construction Sites](#) map and a Certificate of Authorization must be printed for each permit and posted at the work site. See the Certificate of Authorization section below for more information.

For permits issued on or after April 3, 2020, an Essential Construction questionnaire is included in the permit application in DOB NOW: *Build* and a request does not need to be submitted in the Essential Construction request portal. The questionnaire must be completed in order for the application to be submitted. The job will then appear on the Essential Active Construction Sites map. The system will be updated this week so that a Certificate of Authorization can be printed for these permits.

Essential Construction Requests for Demolition Filings

Demolition filings in Application Processed (E) status in the [Buildings Information System \(BIS\)](#) can now be submitted in the Essential Construction portal at www.nyc.gov/dobnow by the applicant of record on the PW1: Plan/Work Application. See the [Essential vs. Non-Essential Construction Guidance Service Notice](#) for more information.

Certificate of Authorization and Essential Active Construction Sites Map

The Certificate of Authorization has been updated with an expiration date of May 15, 2020 in accordance with the New York State Executive Order. All certificates issued with a prior date must be reprinted and posted at the work site. If the state of emergency is extended, the certificate date will be automatically updated and a new certificate will need to be printed and posted at the site.

To print the Certificate of Authorization, go to www.nyc.gov/dobnow and from the Essential Construction tab (without logging in), enter the job number and select Print Certificate. The certificate can also be printed when logging in from the Essential Construction dashboard by opening the request and selecting the printer icon on the Actions column for each Job Filing No.

Sites not listed on the [Essential Active Construction Sites](#) map are required to submit an Essential Construction Request at www.nyc.gov/dobnow. Check the map before continuing work to ensure your project is listed. If your project is not listed, submit an Essential Construction Request for approval before continuing work. The map is updated daily as new requests are approved.

For additional service updates see the [DOB COVID-19 Response](#) page.

POST UNTIL: June 30, 2020