

SERVICE NOTICE

COVID-19 Response: Crane Filings Launch in DOB NOW: *Build*, Updated Essential Construction Questionnaire for Electrical and Limited Alteration Applications and Certificates of Correction Mail Submission Deadline

Crane filings (phase one) will launch in DOB NOW: *Build* on Monday, April 27, 2020. The Essential Construction Questionnaire in the permit application for Electrical and Limited Alteration Applications has been updated to include the revised guidelines in the DOB Guidance Document. The deadline to submit Certificate of Correction requests by mail is May 1, 2020.

Crane Filings (phase one) in DOB NOW

As of April 27, 2020, Crane Prototypes (CPs) and Crane Device (CDs) filings (new, amendments, and renewals) must be submitted in [DOB NOW: *Build*](#). There will be no changes to Crane Notices (CNs) transactions during Phase One – paper CN submissions will continue to be processed in BIS until Phase Two, which is now planned to begin late June 2020.

Step-by-Step Guides and Additional Information are available on the [DOB NOW: *Build* Cranes Resources](#) page. To log into DOB NOW, all users need an active eFiling account specific to their license type, if applicable. To create an eFiling account, visit the [DOB NOW Registration page](#).

Updated Essential Construction Questionnaire for Electrical and Limited Alteration Applications (LAA)

The Essential Construction Questionnaire that is included in the application for electrical and LAA permits in DOB NOW: *Build* has been updated to include the revised guidelines in the [DOB Guidance Document](#) that was issued on April 15, 2020. The questionnaire must be completed in order for the application to be submitted. Once the permit is issued, a Certificate of Authorization must be printed and posted at the work 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.

Certificate of Correction Requests

The deadline to mail in paper Certificate of Correction affidavit and statement forms (AEU2, AEU3321 and AEU20) is May 1, 2020. Requests received by mail after May 1, 2020 will be returned to the sender with instructions to submit the request online. To submit a Certificate of Correction request, use an eFiling account to log into DOB NOW at www.nyc.gov/dobnow and select the BIS Options portal and **+Certificate of Correction Review Request**. See the [Certificates of Correction Service Notice](#) for more information.

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

POST UNTIL: June 30, 2020