

# **BCC SUBMISSION GUIDE**

## **DOB NOW & BIS APPLICATIONS**

Feb. 2024

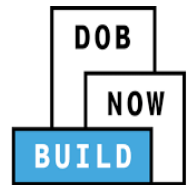
# Agenda

- Building Code Compliance (BCC)
- Submission
  - BCC Plan Exam Transmittal Form
  - SCA Owner Info
  - Asbestos
  - Public Design Commission (PDC)/ Landmarks (LPC)
  - Fee Exempt Document
- Resubmission
- Appointment
- Approval
- PAA
- Withdrawal
- Supersede
- Zoning & Egress Review
- CCD1
- FDNY filings – FA/ FPP/ FS
- Artwork on EQs
- Permit
- Non-file/ permit exempt projects
- BCC Mailbox
- FAQs
- DOB Resources

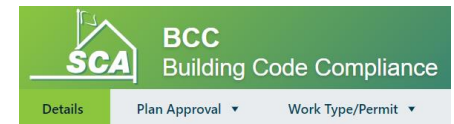
# Building Code Compliance (BCC)

- DOB's "6th Borough" Office for school construction
- All DOB Services including: Plan Approval, Permits, Inspections, Close-out
- Processing is done in two systems

Use online filing **DOB NOW: Build** for:  
Plan Exam, Permits, and Close-out



Use **BCC 2.0**: SCA Regulatory System for:  
Check application Status, Objections checklist,  
Permit checklist, Find IFA Reports, Track Close-out  
Submissions, Edocs Drawings and Records,  
Sends auto-emails with regulatory milestones

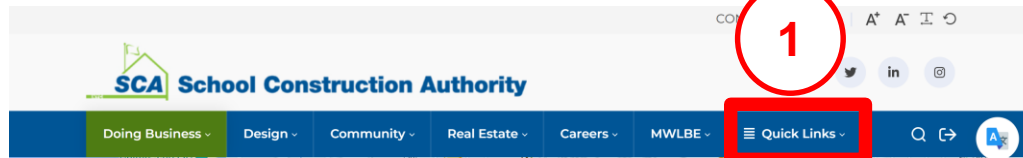


# Building Code Compliance (BCC)

- **BCC 2.0 Access**
  - Fill out an ITF-1B confidentiality and non-disclosure agreement and email [planreview@nycsca.org](mailto:planreview@nycsca.org) to create a BCC System account. The same Citrix account can be used with other SCA systems for collaboration. Citrix accounts are sometimes called “CON” accounts.
- Use Microsoft **OneDrive** for collaboration
  - Email [planreview@nycsca.org](mailto:planreview@nycsca.org) to request for OneDrive folder access and link
  - If you require access to OneDrive remember to include DOB Number and Plan Examiner

# BCC Website

<http://www.nycsca.org/Doing-Business/SCA-Plan-Examination>



## DOB NOW: Build Submissions

All new submissions are done directly in DOB NOW and **must** indicate **SCA as owner type**. Please refer to the [DOB NOW-SCA Submissions Guide](#) for our special requirements. The following document types are required for all SCA filings:

- [SCA transmittal](#) with LLW Number(s), email address for OneDrive access and all the filings, and drawings being uploaded and submitted.
- [Design Commission Approval City Owned / New York City Landmarks Preservation Commission Memorandum Letter](#).

BCC job number will not be created until initial and all subsequent filings and completed drawings are submitted in DOB NOW. Once your submission is accepted and a BCC-job number and Plan Examiner is assigned, expect an email from **Microsoft OneDrive**. Save this email to collaborate on files and drawings with your Plan Examiner.

Partial submissions will not receive a BCC number or Examiner and be marked incomplete in DOB NOW and returned to the applicant for resubmission. The exception is new buildings and building additions requesting partial examination for Zoning Only.

This guide provided by DOB covers [Supersede](#) and [Withdrawal](#) requests.

## Working with BCC System

BCC System is used to track both new filings and older BIS filings. When your job has been **Disapproved**, an auto generated email will alert you. Find "red marks" on the drawings in your OneDrive folder. Login to BCC System to find objections and to track status. Use DOB NOW for resubmissions to appear on the Plan Examiner's BCC System Dashboard.

Use DOB NOW for resubmissions to appear on the Plan Examiner's BCC Dashboard.

Bidset

Obtaining Bid Information

Request for Qualifications and Expression

Advertised Bids

Limited Bids

Request for Proposal

SCA Connect

Vendor Access System

Public [Public Schools](#)

LCMS 2.0 Training and Information

[SCA Plan Examinations](#)

# BCC Guides, Procedures & Resources

<http://www.nycsca.org/Doing-Business/Environment-Regulatory-Compliance#Building-Code-Compliance-13>

The image is a composite of three screenshots from the NYC School Construction Authority (SCA) website, illustrating the navigation path to building code compliance resources. Red circles and boxes highlight key elements, and a red arrow indicates the flow from the main menu to the guides.

- 1** (Red circle): The SCA logo and the "Doing Business" dropdown menu in the top navigation bar.
- 2** (Red circle): The "Environment Regulatory Compliance" link in the "Doing Business" dropdown menu.
- 3** (Red circle): The "Building Code Compliance" link in the sub-menu.
- 4** (Red circle): The "Guides and Procedures" section on the Building Code Compliance page.
- 5** (Red circle): A list of guides and procedures, including the "Permit Exempt (Non-filed) Project Guide Video", which is highlighted by a red arrow pointing from the "Guides and Procedures" section.

**Guides and Procedures**

- Fire Alarm Guide
- Fire Protection Plan Guide
- Permits Guide
- Public Assembly Guide
- Fire Suppression System Guide
- Permit Exempt (Non-filed) Project Guide Video
- Plan Exam Objection Response Video
- Support of Excavation Sheet piling & Shoring Guide
- Temporary Fuel Storage Guide
- Concrete Procedures
- Resolving Violations Procedures
- (EQ) Fence Shed Scaffold Chute Guide

# BCC Guides, Procedures & Resources

<http://www.nycsca.org/Doing-Business/Environment-Regulatory-Compliance#Building-Code-Compliance-13>

**1** The 'Doing Business' menu item in the top navigation bar is highlighted with a red box.

**2** The 'Environment Regulatory Compliance' link in the 'Doing Business' dropdown menu is highlighted with a red box.

**3** The 'Building Code Compliance' link in the 'Environment Regulatory Compliance' dropdown menu is highlighted with a red box.

**4** The 'Resources' link in the 'Building Code Compliance' dropdown menu is highlighted with a red box.

**5** A list of BCC Operational Guidelines is shown in a white box, with a red arrow pointing from the 'Resources' link to it. The list includes:

- BCC OG 2018-05 Electrical Letters
- BCC OG 2018-06 CID BCC Report Names
- BCC OG 2019-02 Close Out Documents Rev. 1
- BCC OG 2019-03 FDNY Access Prior Code Buildings
- BCC OG 2019-05 Owner Email
- BCC OG 2020-01 Certificate of Substantial Completion
- BCC OG 2020-02 Fire Protection Plans
- BCC OG 2020-03 Asbestos Close Out Procedure
- BCC OG 2022-01 Alternate Public Protection

The background image shows the SCA website interface. The top navigation bar includes 'Doing Business', 'Design', 'Community', 'Real Estate', 'Careers', 'MWLBE', and 'Quick Links'. The 'Doing Business' dropdown menu lists various categories, including 'Environment Regulatory Compliance'. The 'Environment Regulatory Compliance' dropdown menu lists 'Building Code Compliance' and 'Construction Inspection'. The 'Building Code Compliance' dropdown menu lists 'Building Code Compliance Plan Review and Permitting' and 'Resources'. The 'Resources' link is highlighted with a red box. The 'Building Code Compliance Plan Review and Permitting' page is visible in the background, showing a list of BCC Operational Guidelines.

# BCC Guides, Procedures & Resources

<http://www.nycsca.org/Doing-Business/Environment-Regulatory-Compliance#Building-Code-Compliance-13>

**1** Doing Business

**2** Environment Regulatory Compliance

**3** Building Code Compliance

**4** Resources

**5** BCC Transmittal Form

NYC Department of Building Application and Permitting Information

Construction Equipment Removal Letter

DOB NOW: Build Landmarks Exemption Memo

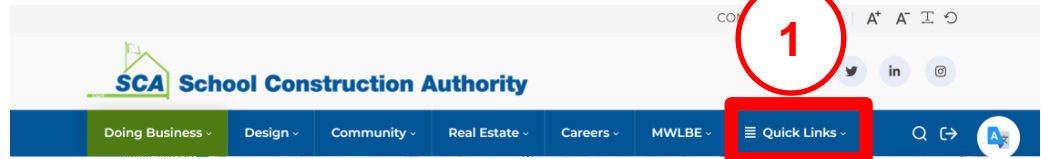
BCC Operational Guidelines

Associated Documents



# Calendly Appointment

<http://www.nycsca.org/Doing-Business/SCA-Plan-Examination>



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## SCA Plan Examinations

### SELF-SERVICE FOLLOW-UP PLAN EXAMINATIONS

Ariful Gaffar - agaffar@nycsca.org	calendly.com/025849	(718) 472-8528
Chris Brink - cbrink@nycsca.org	calendly.com/cbrink	(718) 752-5194
Ellen Dodson - edodson@nycsca.org	calendly.com/edodson-1	(718) 752-5594
Gabriela Arevalo - garevalo@nycsca.org	calendly.com/garevalo1	(718) 472-8362
Helen Kruczko - hkruczko@nycsca.org	calendly.com/hkruczko	(718) 472-8417
Manoj Alex - malex@nycsca.org	calendly.com/malex	(718) 472-8793
Mohammad Saleh - msaleh@nycsca.org	calendly.com/msaleh-1	(718) 472-8449
Nadezda Gallas - ngallas@nycsca.org	calendly.com/ngallas	(718) 472-8735
Patrick Daly - pdaly@nycsca.org	calendly.com/pdaly-1	(718) 472-8655
Philip Killwey - pkillwey@nycsca.org	calendly.com/pkillwey	(718) 752-5613
Sang Oh Choo - schoo@nycsca.org	calendly.com/schoo-1	(718) 752-5461
Shihfeng Huang - shuang@nycsca.org	calendly.com/shuang	(718) 472-8794
Yuliy Berezovskiy - yberezovskiy@nycsca.org	calendly.com/yberezovskiy	(718) 752-5654
Zheng Zhong - ZZHONG@nycsca.org	calendly.com/z_zhong	(718) 772-8609

Bidset

Obtaining Bid Information

Request for Qualifications and Expression

Advertised Bids

Limited Bids

Request for Proposal

SCA Connect

Vendor Access System

Public **2** Public Schools

LCMS 2.0 Training and Information

SCA Plan Examinations

# Submission

- Applicant will submit the project in **DOB NOW**
- Some projects are still **BIS** applications: BPP, Alt-1 No-Work.
- Jobs filed through BCC must be **Standard** Plan Exam Review.  
**NO** Directive 14.
- Always choose **Fee Exempt**
- **Leasing projects** (the owner is NOT SCA) should be filed/  
reviewed by DOB directly, not BCC.

4. Filing Review Type\*

Standard Plan Examination ▼

5. Job/Project Types\*

Directive 14 acceptance requested ? ☐ Yes ☒ No

# Submission – SCA Owner Info

- Building Owner is the Borough CPO
- Property ownership certification is not required when owner type is SCA

First	Last	Chief Project Officer	Official Email Address for DOB NOW
Robert	Murphy	Staten Island	<a href="mailto:SCAOWNER-S@NYCSCA.ORG">SCAOWNER-S@NYCSCA.ORG</a>
Dean	Johanson	Manhattan	<a href="mailto:SCAOWNER-M@NYCSCA.ORG">SCAOWNER-M@NYCSCA.ORG</a>
Colin	Albert	Brooklyn	<a href="mailto:SCAOWNER-B@NYCSCA.ORG">SCAOWNER-B@NYCSCA.ORG</a>
Gordon	Tung	Bronx	<a href="mailto:SCAOWNER-X@NYCSCA.ORG">SCAOWNER-X@NYCSCA.ORG</a>
Joseph	Scalisi	Queens	<a href="mailto:SCAOWNER-Q@NYCSCA.ORG">SCAOWNER-Q@NYCSCA.ORG</a>

The screenshot shows a web form titled "Owner Information\*". The form contains several fields: "Email\*" (with value SCAOWNER-Q@NYCSCA.ORG), "Owner Type\*" (with value School Construction Authority), "Name\*" (with value JOSEPH SCALISI), "Relationship to Owner" (with value CHIEF PROJECT OFFICER), "Business Name/Agency Name\*" (with value NYC SCHOOL CONSTRUCTION AUTHORITY), "City\*" (with value LONG ISLAND CITY), "State\*" (with value NY), "Street Address\*" (with value 3030 THOMSON AVE), "Zip Code\*" (with value 11101), "Telephone Number" (with value 7184728603), and a checkbox "Is the deed holder a non-profit organization?\*" (with "No" selected). Two red arrows point to the "Email\*" and "Owner Type\*" fields.

Owner Information*	
Email*	Owner Type*
SCAOWNER-Q@NYCSCA.ORG	School Construction Authority
Relationship to Owner	Business Name/Agency Name*
CHIEF PROJECT OFFICER	NYC SCHOOL CONSTRUCTION AUTHORITY
City*	State*
LONG ISLAND CITY	NY
Street Address*	Zip Code*
3030 THOMSON AVE	11101
Telephone Number	
7184728603	
Is the deed holder a non-profit organization?*	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

# Submission - Asbestos


- Always select DEP Variance (V5) for all filings
- If any changes are required on the asbestos submission, A PAA is required for the I1 application and **ALL** other subsequent filings/ worktypes

# Submission - BCC Plan Exam Transmittal

- BCC Plan Exam Transmittal is required (link below)
- For any additional SCA-supporting documents, upload with transmittal
- If a BCC# was previously assigned, make sure to add it to the transmittal
- All supporting documents should be added to the BCC transmittal PDF

Required Documents			
Created On ↑	Document Name	Document Status	Priorities
7/13/2020 4:45 PM	Landmark Approval	Submitted	Approval
7/13/2020 4:45 PM	NYCSCA - BCC Plan Examination Transmittal	Submitted	Approval
7/13/2020 4:45 PM	Plans/Sketch - Mechanical Systems	Submitted	Approval
7/13/2020 4:45 PM	DEP ACP-20/ACP-21: Asbestos Project Conditional Co...	Required	Permit Issuance
7/13/2020 4:45 PM	DPL-1: Design Professional Seal & Signature	Submitted	Approval

[https://dnnhh5cc1.blob.core.windows.net/portals/0/General/Environmental\\_Regulatory\\_Compliance/ResolvingIssues/BCCTransmittalForm%20ELECTRONIC.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=1Zw%2B89TUJSqxsVD1HnUSRHdLFBnvQiMIYYGaOQa\\_zf28%3D](https://dnnhh5cc1.blob.core.windows.net/portals/0/General/Environmental_Regulatory_Compliance/ResolvingIssues/BCCTransmittalForm%20ELECTRONIC.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=1Zw%2B89TUJSqxsVD1HnUSRHdLFBnvQiMIYYGaOQa_zf28%3D)



NYC SCA BUILDING CODE COMPLIANCE (BCC) PLAN EXAMINATION

Transmittal

School Name: (One Form for Each School) Harry S. Truman H.S. Athletic Field		Building ID: * X456	School Code: HS455X
School Address: 750 Baychester Avenue, Bronx, New York 10475			
LLW(s): * 128841,128842	Job Description Doc. 01 GC/ST	BCC Job # (if assigned)	

All emails listed will be invited to OneDrive a folder.  
 Email [PlanReview@nycsca.org](mailto:PlanReview@nycsca.org) for troubleshooting.

Applicant: * David O'Neil, R.A., NYCSCA / A&E	Email Address: * do'neil@nycsca.org	Cell Phone: 718-472-8032
Filing Representative: Rodolfo "RUDY" Santos Arguelles, NYCSCA / A&E	Email Address: rarguelles@nycsca.org	Cell Phone: 917-617-0208
Other Contact:	Email Address:	Cell Phone:
Other Contact:	Email Address:	Cell Phone:
Other Contact:	Email Address:	Cell Phone:
Other Contact:	Email Address:	Cell Phone:
Other Contact:	Email Address:	Cell Phone:
Other Contact:	Email Address:	Cell Phone:

Notes:  
 DOB NOW # X00955827-11

**Appointment Instructions:**

- Appointments scheduled with "Calendly" only if necessary. Links are here: <http://www.nycsca.org/Doing-Business/SCA-Plan-Examination>.
- Typically resubmissions do **not** require an appointment.
- Appointment can be **canceled** if examiner has determined an appointment is not required.
- Applicants are responsible for changing or canceling appointments by using "Calendly."
- Please be considerate of the examiners time.
- Applicants must resubmit revised drawings and other documents with a detailed AI1 listing drawing numbers and objections response to OneDrive **prior** to the appointment.

# Submission - Public Design Commission/ Landmarks

- Do **NOT** request waivers/or deferrals for “Design Commission Approval City Owned (Exterior Work) OR LANDMARK”
- Upload the memo (link shown above)
- Enter “School” for Landmark approval #



Additional Considerations, Limitations or Restrictions\*

Landmark*	Landmark approval number*
L - LANDMARK	SCHOOL

[https://dnnhh5cc1.blob.core.windows.net/portals/0/General/Environmental\\_Regulatory\\_Compliance/ResolvingIssues/DOB%20NOW%20Build%20Landmarks%20Exemption%20Memo.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=N5zhE9DbtwwTPGHyC8gS91jLoeWu8%2BrH1sdMS8OX3eA%3D](https://dnnhh5cc1.blob.core.windows.net/portals/0/General/Environmental_Regulatory_Compliance/ResolvingIssues/DOB%20NOW%20Build%20Landmarks%20Exemption%20Memo.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=N5zhE9DbtwwTPGHyC8gS91jLoeWu8%2BrH1sdMS8OX3eA%3D)

# Submission – Fee Exempt Document

- Upload DOF ACRIS Report
- <https://a836-acris.nyc.gov/CP/>

Required Documents*		
Document Name ▲	Document Status ▼	Prior To ▲ ▼
Design Commission Approval City Owned (Exterior Work)	Prefiling Waiver Requested	Approval
Design Commission Sign Off City Owned (Exterior Work)	Required	Letter of Completion
DPL-1: Design Professional Seal & Signature	Pending	Approval
Fee Exempt Supporting Document: DOF ACRIS Report or BIB letter	Pending	Approval
Plans/Sketch - Sidewalk Shed	Pending	Approval

NYC Finance

70 -02 54 AVENUE		Borough: QUEENS Block: 2503 Lot: 31	
2020 - 2021 Final Assessment			
Final Assessment Roll for Taxable Status Date	2020-2021   City of New York January 5, 2020		
Owner Name	EXPLANATION OF ASSESSMENT ROLL		
Property Address	DEPARTMENT OF EDUCATION		
Billing Name and Address	70 -02 54 AVENUE 11378 DEPARTMENT OF EDUCATION		
	119 W. 23RD ST. STE 903 NEW YORK NY 10011-6342		
Tax Class	4		
Building Class	W1 - PUBLIC ELEMENTARY, JUNIOR OR SENIOR HIGH		
Property Owner(s)			
DEPARTMENT OF EDUCATION			
Land Information			
Lot Size			
Frontage (feet)	204.00		
Depth (feet)	538.00		
Land Area (sqft)	100,000		
Regular / Irregular Corner	Irregular		
Number of Buildings	1		
Building Size			
Frontage (feet)	170.00		
Depth (feet)	330.00		
Stories	4		
Extension	N		
Assessment Information			
	Description	Land	Total
	ESTIMATED MARKET VALUE	3,920,000	24,244,000
	MARKET AV	1,764,000	10,909,800
	MARKET EX		10,909,800
	TRANS AV	1,764,000	10,071,720
	TRANS EX		10,071,720
Taxable/Billable Assessed Value			
Subject To Adjustments, Your 2020/21 Taxes Will Be Based On			
Assessed Value			0
Exemption Information			
Code	Description	Exempt Value	
13356	PARKS DEPT NYC	10,909,800	
Market Value History			
Tax Year	Market Value		
2020 - 2021	24,244,000		
2019 - 2020	23,529,000		

[https://a836-gis-access.nyc.gov/?\\_021&jum=65&rowseq=0&card=1&roll=RP\\_NY&State=1&item=1&item=-1&all=undefined&trans](https://a836-gis-access.nyc.gov/?_021&jum=65&rowseq=0&card=1&roll=RP_NY&State=1&item=1&item=-1&all=undefined&trans)

NYC Finance

# Submission

- **Application Processing Unit (APU)** – Reviews that all information is accurate on documents & plans and all subsequent applications are submitted. (PW1, plans, energy drawings, transmittal, etc.).
- BCC job number will **NOT** be created until **initial and all subsequent filings and completed plan sets** are submitted in DOB NOW.
- Partial submissions will **NOT** receive a BCC# or Examiner and will be marked incomplete in DOB NOW and returned to the applicant for resubmission. The **exception** is NB and addition applications requesting partial examination for **Zoning & Egress Review Only**.
- All plans must include **DOB NOW job#** with the extension (I1, S1, S2...)



# Submission

## DOB NOW

- Once your DOBNOW submission is accepted, a **BCC# & Examiner** will be assigned and an email from Microsoft **OneDrive** is sent to all stakeholders on PW1 (AOR/filing rep).
- Application Processing will upload DOBNOW documents (drawings and the PW-1) into the OneDrive folder.

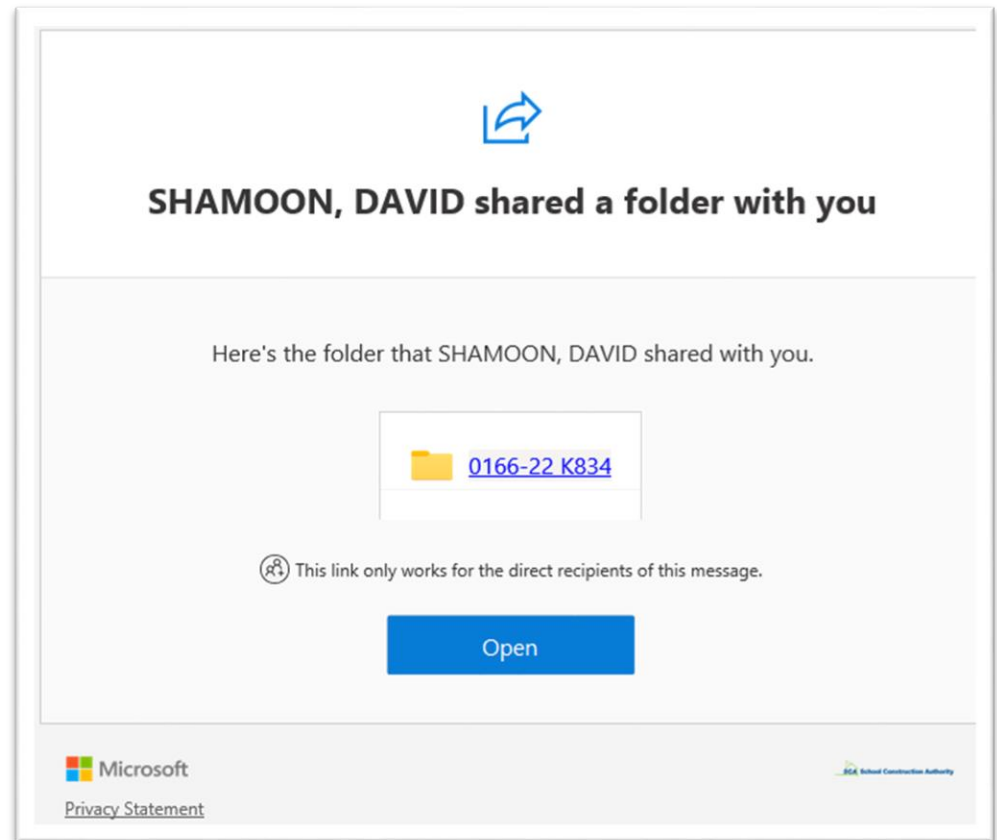
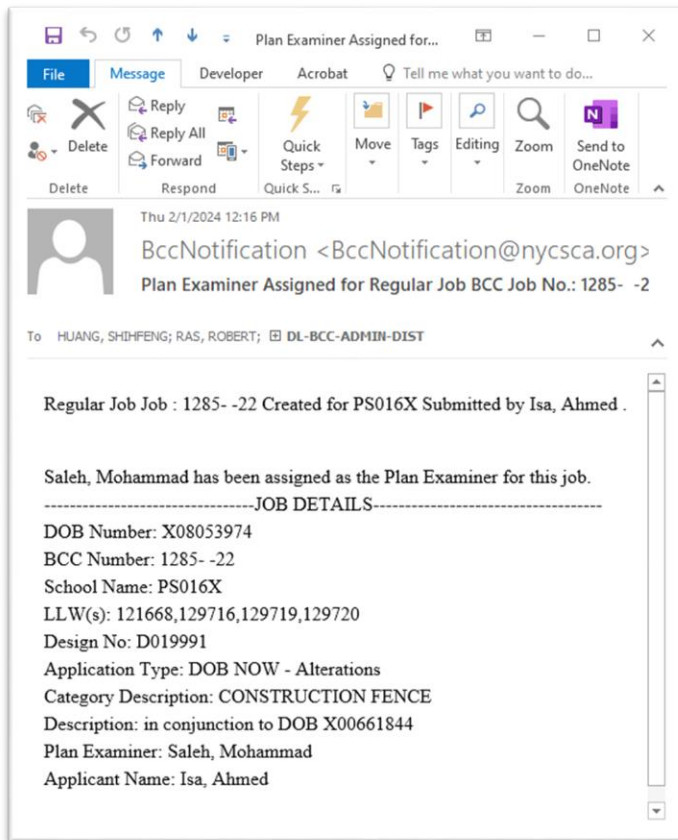
## BIS

- BIS applications (Builders paving plan, ALT1 no work)
- Applicant submits in BIS and sends email to Planreview with one forms PDF and one drawings PDF.
- Once your BIS submission is accepted, a BCC# & Examiner will be assigned and an email from Microsoft OneDrive is sent to all stakeholders on PW1 (AOR/filing rep).
- Planreview will upload The two PDF documents (drawings and the forms) into the OneDrive folder.

# Submission

Once complete submission is accept, you will receive:

- Confirmation from BccNotification@nycsca.org
- OneDrive Link



# Resubmission

- **OneDrive** folder is used to resubmit revised drawings PDF, revised PW-1 PDF, response to objections (AI-1) PDF and or back/forth communications with the examiner.
- All forms/documentations and plans submitted on OneDrive must be **flattened** in Bluebeam to process.
- When uploading new documents to the OneDrive folder Organize the **latest** documentations in the current folder. Move outdated documentations into an archive/ superseded folder to distinguish the new documents from the previous documents.

# Resubmission

- During resubmission, the **plans** should be re-submitted in **OneDrive ONLY**. **NO** plans should be uploaded in DOB NOW regardless of any plan changes.
- If the **PW-1** is revised in DOB NOW, a PDF must be added to the OneDrive folder for second review.
- An **AI-1** must be provided responding to the objections and clearly indicating detail, note number or drawing number, e.g., **See sheet A101, General Note, item 5 for the note.** No plan review can be performed without the AI-1 responses.
- Applicant must click the **SUBMIT** button in DOB NOW for resubmission.

# Resubmission

- When the application is resubmitted in the DOB NOW the Applications Processing Unit (APU) will add the application to the Plan examiners dashboard under resubmission in review.
- The Plan Examiner will review the documents, update the BCC report and either approve or disapprove the application in BCC and DOB NOW.
- If the application is disapproved the applicant will repeat the resubmission process.

# Appointment

- This is a fully electronic process and typically resubmissions do **NOT** require an appointment.
- Applicants who would like to make an appointment can schedule online with **Calendly**. All appointments are conducted over **Microsoft Teams**
- Appointment can be canceled by an examiner if they determine an appointment is not required.
- Applicants are responsible for changing or canceling appointments by using “Calendly.” Please be considerate of the Examiners time.
- Applicants must resubmit revised drawings, PW-1 and other documents with a detailed **AI-1** listing drawing numbers and objections response to OneDrive at least one day prior to the appointment.
- Requests for **expedited** appointments should be made by an SCA Design Manager (DM), SCA Design Project Manager (DPM), or by working with BCC management.

# Approval

- **Plans** - When the application is ready to approve, submit **separate** plan sets for each filing (I1, S1, S2, etc.) in order for the examiner to approve accordingly. The **EN** drawings must be filed as a separate plan set for each associated applicable application.
- **Supporting Documents** - When the application is ready to approve, submit **ONE** PDF file including all supporting documentations.
- The Plan examiner will approve the drawings and upload them into the DOB NOW. The drawings and the supporting documents will also be sent to Application Processing Unit (APU) for uploading to Edocs.
- The Project Officer can download the approved documents from Edocs as needed.

# Post Approval Amendment (PAA)

- **BIS jobs:** Email [PLANREVIEW@nycsca.org](mailto:PLANREVIEW@nycsca.org) for BIS filed Post Approval Amendments
  - Any BIS PAA should include a BCC transmittal, drawings and PW1, AI1 and/or additional required forms.
  - When BIS PAA is Disapproved the plan examiner will issue comments in the BCC system.
  - The BCC system will send an automatic email to the applicant of record regarding approval and/or disapproval.
  - Resolve issues and upload the corrected forms and drawings to OneDrive.
  - All resubmissions must be sent to the PlanReview mailbox Do **NOT** email Examiner directly.



# Post Approval Amendment (PAA)

- **DOB NOW jobs:** Use **DOB NOW** for PAAs
- Once your DOBNOW submission is submitted the application Processing unit will add the application to the examiner's dashboard.
- The applicant will upload DOBNOW documents (drawings and the PW-1) into the OneDrive folder.
- One PDF for the drawings & one PDF for the PW-1 form.

**Question: For a PAA, if I am only revising one sheet, do I need to upload a complete set or just the one sheet?**

Only revised sheet(s). BCC will keep the process the same for BIS and DOB NOW at the SCA and accept **only amended drawings** for PAA's. (this DOB FAQ is not applicable for SCA jobs) The previously approved drawings that are unaltered remain in force.

# Withdrawal: Filing & PAA

When the project (with DOB NOW#) has **NOT** been filed with BCC:

- Submit withdrawal request in DOB NOW Help

DOB NOW BUILD

NYC Buildings

### Withdrawal Letter

Effective March 6, 2023, withdrawal requests for DOB NOW: Build filings are submitted within DOB NOW and do not require completion of this letter except for requests to withdraw a filing (not a stakeholder), withdraw the concrete testing lab on the TRZ, and withdrawal requests for DOB NOW filings created prior to July 1, 2019. Refer to the [Supersede and Withdrawal Guide](#) for instructions. Only if applicable, upload this completed letter to [www.nyc.gov/dobhelp](#).

Date: \_\_\_\_\_

DOB NOW: Build Job Filing Number(s): \_\_\_\_\_  
(ex. M00123456-11)

Property Address including Borough: \_\_\_\_\_

Check One:  
☐ Withdrawal of filing  
☐ Withdrawal of: \_\_\_\_\_ (role of stakeholder being withdrawn)  
(ex. PW1 Applicant, Concrete Testing Lab, Owner, etc.)

Owner: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Notary Stamp & Signature (if no professional seal at sight): \_\_\_\_\_

Stakeholder (being withdrawn):  
Name: \_\_\_\_\_  
Mail: \_\_\_\_\_  
License/Registration No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Professional Seal (if applicable): \_\_\_\_\_

Submission of this letter does not constitute acceptance by the Department of Buildings until DOB NOW reflects the requested change.

1

2

Need more help? Contact us.

SCA  
NYC School Construction Authority

Let us know how we can help you by filling out the form below. General inquiries will receive a response within approximately 3 business days. Requests for supersedes and withdrawals may take up to 3 weeks to be processed.

Help us help you by selecting the appropriate Module (the tool you have a question about):  
Items marked with \* are required.

Module\*  
Question Category\*  
Job/Filing Reference Number Type  
Reference Number  
License Number, if applicable  
What is your role for this filing?  
Explain Question\* (Maximum limit: 600 Characters)

Supporting Information Upload  
Your Name:  
Your Phone:  
Email Address\*

Choose File | No file chosen  
Upload limited to one PDF or JPG (less than 10MB).

I'm not a robot

Send

Additional Information

Superseding Letter

Withdrawal Request

# Withdrawal: Filing & PAA

When the project (with DOB NOW#) has been filed with BCC:

- Email [PERMITS@NYCSCA.ORG](mailto:PERMITS@NYCSCA.ORG) with copy of the **withdrawal form** including **A11** with the reason to withdraw

Login to DOB NOW to submit Jobs, Filings & Applications

Enter your eFiling or DOB NOW:  
Licensing account information

Email

Password

☐ I'm not a robot

[Need more help? Contact us.](#)

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Module\*

Question Category\*

Job/Filing Reference Number Type

Reference Number

License Number, if applicable

What is your role for this filing?

Explain Question\* (Maximum limit: 600 Characters)

Supporting Information Upload

Your Name:

Your Phone:

Email Address\*

☐ I'm not a robot

[Need more help? Contact us.](#)

DOB NOW BUILD

NYC Buildings

### Withdrawal Letter

Effective March 6, 2023, requests for DOB NOW: Build filings are submitted within DOB NOW and do not require completion of this letter except for requests to withdraw a filing (not a stakeholder), withdraw the concrete testing lab on the TRZ, and withdrawal requests for DOB NOW filings created prior to July 1, 2019. Refer to the [Supersede and Withdrawal Guide](#) for instructions. Only if applicable, upload this completed letter to [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp).

Date:

DOB NOW: Build Job Filing Number(s):   
(ex. M00123456-11)

Property Address including Borough:

Check One:  
☐ Withdrawal of filing  
☐ Withdrawal of:  (role of stakeholder being withdrawn)  
(ex. PW1 Applicant, Concrete Testing Lab, Owner, etc.)

Owner:  
Name:   
Signature:   
Notary Stamp & Signature (if no professional seal at ght):

Stakeholder (being withdrawn):  
Name:   
Email:   
License/Registration No.:   
Signature:   
Professional Seal (if applicable):


**Withdrawal filing**

**Withdrawal applicant**

Submission of this letter does not constitute acceptance by the Department of Buildings until DOB NOW reflects the requested change.

# DOB Supersede & Withdrawal Guide

[https://www.nyc.gov/assets/buildings/pdf/supersede\\_and\\_withdrawal\\_guide.pdf](https://www.nyc.gov/assets/buildings/pdf/supersede_and_withdrawal_guide.pdf)

<div>  <div> <b>Supersede and Withdrawal Guide</b>  Updated November 2023 </div> </div>								
Supersede of:	Method	Requestor	Filing Status (Pending Request)	Permit Status (Pending Request)	Filing Status (Request Approved)	Permit Status (Request Approved)	Fee	DOB Review
Applicant (PW1)	DOB NOW: <b>Build – Job Filings dashboard</b> , select ‘Supersede’ under Filing Action ★	Superseding Applicant and Owner (applicant submits)	<b>On Hold – Pending Supersede of Applicant of Record</b>	<b>On Hold – Pending Supersede of Applicant of Record</b>	Prior status restored	Prior status restored	\$130 ★	Yes ★
Contractor/Licensee (PW2)	DOB NOW: <b>Build – Work Permits dashboard</b> , select ‘Renew Work Permit’ under Filing Action then choose ‘Renew Permit with changes’	Contractor/Licensee	No change	<b>Permit Issued</b> upon QA review	No change	<b>Permit Issued</b>	\$130	QA Review
Electrical Contractor/Electrical Permit	New electrical contractor pulls a new permit for the work and includes permit number of superseding application in job description.	Electrical Contractor	No change	No change	Permit Issued	Permit Issued	\$40	No
Limited Alteration Application Contractor/LAA Permit	DOB NOW: <b>Build – Job Filings dashboard</b> , select ‘Supersede’ under Filing Action (option not available if the LAA permit has been withdrawn)	Licensed Master Plumber, Fire Suppression Piping Contractor or Oil Burner Installer	No change	No change	Permitted	Permitted	\$130	No
Owner	DOB NOW: <b>Build – Job Filings dashboard</b> , select ‘Supersede’ under Filing Action ★	Superseding Owner and Applicant (owner submits)	No change	No change	No change	No change	\$130 ★	No
Site Safety Personnel (construction superintendent, site safety manager, site safety coordinator)	DOB NOW: <b>Build – Work Permits dashboard</b> , select ‘Renew Work Permit’ under Filing Action then choose ‘Renew Permit with changes’	Contractor/Licensee	No change	<b>Permit Issued</b> upon QA review	No change	<b>Permit Issued</b>	\$130	QA Review
Progress/Special Inspector	DOB NOW: <b>Build – in PW1</b> <u>Prior to Permit:</u> select edit icon on applicable row in TR1/TR8 section and delete prior Inspector’s email address  <u>Permitted:</u> select ‘+Supersede Inspectors (Post Permit)’ in TR1/TR8 section ★	<u>Prior to Permit:</u> Applicant, Owner, Filing Rep, and Delegated Associate  <u>Post Permit:</u> Applicant or Owner if Progress/Special Inspector has not withdrawn	No change  <u>Permitted:</u> <b>On Hold – Pending Supersede of Special/Progress Inspector</b>	N/A  <b>On Hold – Pending Supersede of Special/Progress Inspector</b>	No change  Prior status restored	N/A  Prior status restored	\$130 if permitted and report provided ★	Plan exam if permitted and report provided ★

May 8, 2023

# Supersede

- Submit supersede request in DOB NOW Help
- Supersede request is a 2-step process:

## 1st Step – Supersede Request

Applicants must submit AI1 for all supersede requests and follow the screenshot:

Documents/Waiver	
Are you submitting AI1 form (minor plan or other non-plan)	<b>Yes</b>
Are you submitting updated plans?	<b>No</b>
None of the above - Request Waiver to keep existing plans ...	<b>No</b>

AI1 – option 1 – applicant states NO amended plans to be submitted

AI1 – option 2 – applicant states amended plans to be submitted

## 2nd Step – PAA is required if amended plans to be submitted

- If amended plans to be submitted, APU to add comments in permit/closeout checklist “amended plans to be submitted”.
- If amended plans to be submitted, applicant must file PAA

# Zoning & Egress Review Request

1. Applicant to submit BCC Transmittal, zoning and egress plan set to **PLANREVIEW@nycsca.org**
2. **BCC#** to be assigned
  - No DOB NOW job#, worktypes to be entered (when complete set is submitted, all the real data gets added and it keeps the same BCC#)
3. **OneDrive folder** to be created
4. **No** Examiner assigned in BCC (clock will not start); job status “Filed Project”
5. Planreview mailbox to **notify applicant** BCC# & to share OneDrive folder
6. Examiner to **raise objections** in BCC 2.0
7. Examiner should notify applicant by **email** when the review is complete

## Notes:

- **ONLY** applicable for NB and addition requesting partial examination
- Examiner and applicant use **email** to communicate
- Applicant should include **BCC#** in all email correspondences

# CCD1 Request

- Two ways to submit CCD1 request:
  - CCD1 can be entered directly into BCC 2.0 by the applicant if they have access
  - submit **ONE flattened PDF** to [CCD1@nycsca.org](mailto:CCD1@nycsca.org)
- Do **NOT** use DOB NOW to submit SCA CCD1 request unless it is directed by SCA
- Any attachments (drawings or other documents) must be formatted on 11" x 17" paper or smaller
- CCD1 form: <https://www.nyc.gov/assets/buildings/pdf/ccd1.pdf>

# CCD1 Request

## Required Submissions:

- Explain the reason for CCD1 - State in detail the **practical difficulty** that is
  - Describe proposed work and locations causing the issue
  - Provide details and circumstances of the request
  - Give full description of request with code sections
- Provide the analysis as to **equally safe alternative**
  - Stipulations and special additional measures to be taken
  - Demonstrate equivalence to the code requirements
- Drawings plans sections details signed and sealed with dimensions and notes to explain
- If existing condition or completed work explain that no problem have been seen
- Photos of the location when available
- Special inspection sign off TR1 when applicable
- Submit any supporting documents, e.g. sign offs, agency approvals, inspection reports



# FDNY filings – FA/ FPP/ FA

- As per Local Law 195 of 2018, effective June 2, 2019, all Fire Alarm (FA), Fire Suppression (FS), and Fire Protection Plan (FPP) must be filed and approved by **FDNY**.
- Applicant must submit the approved documents to BCC for **record only**.
  - Applicant must obtain FDNY approval first
  - Once FDNY approved, submitting FDNY Approved Documents / Drawing to BCC by email [planreview@nycsca.org](mailto:planreview@nycsca.org)
- More details on BCC Website – FA/ FS/ FPP Guides  
<http://www.nycsca.org/Doing-Business/Environment-Regulatory-Compliance#Building-Code-Compliance-13>

# Artwork on EQs

- Applicant (not owner) to select “Yes” on question 11
- Select “Capital funding” on question 12
- Refer to LL 163 of 2021
- <https://www.nyc.gov/assets/buildings/pdf/ll163artwork-sn.pdf>

## Artwork on Temporary Protective Structures

11. Are you opting out of the requirement to install artwork on temporary protective structures (sidewalk sheds, construction fences, and supported scaffolds that have been installed for at least 90 days)? If no is selected, an approval letter from the NYC Department of Cultural Affairs (DCLA) will be a Required Document. (NYC Building Code 3307.11)\*

☒ Yes ☐ No

12. Reason: (select one)\*

☐ ~~Property is City-owned and funding has not been appropriated for the display of artwork.~~

☒ Project receives capital funding from New York City and funding has not been appropriated for the display of artwork.

☐ The DCLA City Canvas art program has not yet been implemented.

☐ The proposed alternative artwork has not yet been approved by DCLA.

☐ Other

# Permit

- Send all permit documents to [Permits@nycsca.org](mailto:Permits@nycsca.org)
- Your email shall contain a PDF of the completed forms and all required documents listed on the BCC 2.0 system “requirements for permits.”
- Incomplete submissions will be rejected via email. When the documents for permits have been reviewed the application processing unit, will process permit and update the BCC 2.0 system.

# Non-file/ Permit Exempt Projects

- Some work may exempt from permit per AC 28-105.4 and 1RCNY 101-14 but CID inspection is still required.

The image is a composite of three screenshots from the SCA School Construction Authority website, illustrating the navigation process for permit exempt projects. Red circles and boxes highlight key elements, and a red arrow indicates a cross-page link.

- 1** (Top Left): The SCA logo and the "Doing Business" dropdown menu in the top navigation bar.
- 2** (Middle Left): The "Environment Regulatory Compliance" link in the "Adding/Updating Vendor Information" sidebar menu.
- 3** (Middle Right): The "Building Code Compliance" link in the top navigation bar.
- 4** (Bottom Right): The "Guides and Procedures" section on the Building Code Compliance page, which includes a link to the "Construction Inspection Guide".
- 5** (Bottom Left): A list of guides and procedures, with the "Permit Exempt (Non-filed) Project Guide Video" highlighted. A red arrow points from this link to the "Environment Regulatory Compliance" link in the sidebar menu.

# BCC Mailbox

Send your request to	Request
<a href="mailto:planreview@nycsca.org">planreview@nycsca.org</a>	BIS filings & PAA BPP filings Zoning & Egress Review Request FDNY filings – FA, FS, FPP Alt I – No Work filing OneDrive folder Access BCC 2.0 System Access Citrix access General Questions
<a href="mailto:permits@nycsca.org">permits@nycsca.org</a>	Permit Requests for BIS and DOB NOW Application Processing Unit email Questions regarding DOB NOW
<a href="mailto:foldersdrawings@nycsca.org">foldersdrawings@nycsca.org</a>	Request Approval/ Accepted plans, forms and documentations

# FAQs

## Q.1. How to request reinstatement?

BCC does not require reinstatement once approval is obtained

## Q.2. When can I create subsequent filings?

A subsequent filing can be created in DOB NOW: Build when an initial filing is in pre-filing status as well as permit status.

# DOB Resources

## DOB NOW: Build - Filings Resources

<https://www.nyc.gov/site/buildings/industry/dob-now-build.page>

DOB NOW BUILD

- Alteration filings (GC, FO, EA, SE and PMM) ([FAQ](#) and [Resources](#))
- Mechanical Systems filings ([FAQ](#) and [Resources](#))
- New Buildings, Alteration-CO and Occupancy for BIS Jobs filings ([FAQ](#) and [Resources](#))
- Place of Assembly and Temporary Place of Assembly filings ([FAQ](#) and [Resources](#))
- Plumbing, Sprinkler and Standpipe filings ([FAQ](#) and [Resources](#))
- Sidewalk Shed, Supported Scaffold, Fence and Sign filings ([FAQ](#) and [Resources](#))

**Log into DOB NOW**

You need an [eFiling](#) account to use DOB NOW: Build. If you already have an eFiling account, you can use the email and password to log into DOB NOW. If you need to register for an account, visit the [Registration Information](#) page for additional information.

# DOB Resources

## DOB NOW Training

<https://www.nyc.gov/site/buildings/industry/dob-now-training.page>



Permits & Plan Exam

After Hour Variances

Obtain CO

Required Items

## DOB NOW Training

### Recent Trainings

Training Type	Topics	Materials
Design Professionals & Filing Representatives	<ul style="list-style-type: none"><li>General Construction (GC)</li><li>Foundation (FO)</li><li>Earthwork (EA)</li><li>Support of Excavation (SE)</li><li>Protection &amp; Mechanical Methods (PMM)</li></ul> <p>New features (improved search, exporting jobs, etc.)</p>	<p><a href="#">DOB NOW: Build Design Professional Training Presentation</a></p> <p>View a previous version of this training: <a href="#">DOB NOW: Build Design Professional Training Webinar</a></p>



# DOB Resources

## DOB NOW: Build Frequently Asked Questions

<https://www.nyc.gov/site/buildings/industry/dob-now-build-faqs.page>



Español ► Translate ▼ Text-Size

 DOB Tenant Property or Business Owner **Industry** Safety Codes



Design Professionals

Construction Professionals

Licensing

building UP

Permits & Plan Exam

After Hour Variances

## DOB NOW: *Build* Frequently Asked Questions

### General Construction

- What kind of work is included in the General Construction (GC) work type? +
- What work types can be combine filed with a General Construction application? +
- How do I add Plumbing to a General Construction (GC) filing? +
- How do I select a final inspection by a registered design professional? +

# DOB Resources

## **Inspections vs. Worktypes**

[https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_technical\\_reports.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_technical_reports.pdf)

## **Waiver and Deferral Document Request List**

[https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_build\\_waiver\\_and\\_deferral\\_doc\\_request\\_list.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_build_waiver_and_deferral_doc_request_list.pdf)