

BCC PERMIT GUIDE

DOB NOW & BIS APPLICATIONS

Update: December 2025

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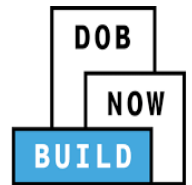
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1. Building Code Compliance (BCC)

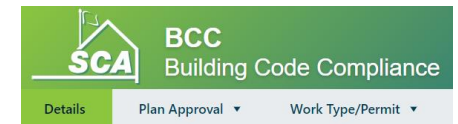
- DOB's "6th Borough" Office for school construction
- All DOB Services including: Plan Approval, Permits, Inspections, Close-out
- Processing is done in two systems

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



Use **BCC 2.0**: SCA Regulatory System for:

Checking application Status, Objections checklist,
Permit checklist, Reviewing IFA Reports, Track Close-out
Submissions, Access Edocs Drawings and Documents,
Sends auto-emails with regulatory milestones



1. Building Code Compliance (BCC)

 **BCC & DOB NOW systems** must be reviewed for initial permits requirements



- **For DOB NOW projects:** Permits "Initials and Renewals" are submitted in the **DOBNOW system**
 - Acceptance and Rejections of documents, etc. are indicated in the DOB NOW system
- **For BIS projects:** Permits "Initials and Renewals" are submitted to: **PERMITS@NYCSCA.ORG**
- Any inquiry regarding **permits** can be sent to **PERMITS@NYCSCA.ORG**

1. Building Code Compliance (BCC)

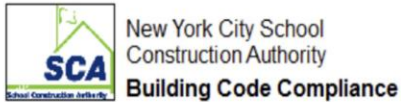
- **BCC 2.0 Access**

- Fill out an ITF-1B confidentiality and non-disclosure agreement and email 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.

2. Permits Submission

! **BCC & DOB NOW systems** must be reviewed for initial permits requirements

- Typical required documents prior to permit are in BCC system but not in DOB NOW: Structural Stability Plans, Monitoring Plans, etc.



Permit Checklist Module

School ID: P.S. 253 - NEW BUILDING Building ID: K253 Address: 2953 Brighton 6th Street	Borough: Brooklyn Block/Lot/Bin: 8666/610/3244470	Job No: 0036 -22 DOB No: B00652126 App. Type: DOB NOW - Alterations LLW: 116387	Package No: P025985 Review: Full Review <input type="checkbox"/> SHPO <input checked="" type="checkbox"/> Flood Hazard					
Lead Applicant: Jan, Perez Plan Examiner: Alex, Mano Plan Examiner Email: malex@nycsca.org COTI: Gray, Elizabeth	COTI Email: egray@nycsca.org Project Officer: SEAN YE PO Email: sye@nycsca.org SPO: GLEN CRANDALL SPO Email: gcrandall@nycsca.org	Description SOE related with the NB application #322050917 Foundation work only. SOE related with all utilities will be filed as separate app or will be amended as part of this application later.						
LLW Information								
LLW	Capitals Category/Description	Design Mgr	DM Ext	Project Officer	PO Ext	Proj Code	Dgn Code	Contract
115397	BUILDING ADDITION	WILLIAM DONG	8797	SEAN YE	8607	P025985		C000080224

Requirements For Permit	Current Status	Updated Date
+MONITORING PLAN SUBMITTAL FOR SOE, EXCAVATION, FOUNDATION OR PILING	RECEIVED	02/22/2022
+SEE DOB NOW:BUILD FOR PERMIT REQUIREMENTS	RECEIVED	03/03/2022
+SEPARATE FENCE APPLICATION AND PERMIT (PRIOR TO ALT PERMIT)	RECEIVED	02/18/2022

B00652126-11	Documents			
Plans/Work (PW1)	Additional Supporting Documents			
Zoning Information	Required Documents			
Scope of Work	Document Name	Document Status	Prior To	Upload
Support of Excavation	Adjoining Owners Notification	Accepted	Permit Issuance	⬇️
Cost Affidavit (PW3)	Design Commission Approval City Owned (Exterior Work)	Accepted	Approval	⬇️
Technical Report	Design Commission Sign Off City Owned (Exterior Work)	Required	LOC/CoFO	⬇️
Technical Report (TR1/4/5/5H)	DPL-1: Design Professional Seal & Signature	Accepted	Approval	⬇️
Documents	Fee Exempt Supporting Document - DOF Property Tax Assessment Roll	Accepted	Approval	⬇️
Objections/Appointments	NYCSCA - BCC Plan Examination Transmittal	Accepted	Approval	⬇️
Work Permit (PW2)	NYCSCA Exhibit 2	Required	LOC Issuance	⬇️
Statements & Signatures	Plans/Sketch	Accepted	Approval	⬇️



2. Permits Submission

- Send all permit documents to Permits@nycsca.org
- Your email shall contain a PDF of the completed forms and all required documents listed in BCC 2.0 system “requirements for permits.”
- Incomplete submissions will be rejected via email. When the documents for permits have been reviewed, Application Processing Unit (APU) will update BCC 2.0 system.
- Contractors to submit permit (PW2) in DOB NOW after all required items listed in BCC 2.0 system have be received.

2. Permits Submission

- TR1, TR8, TR2, TR3, etc. prior to permit submissions:
 - The **Owner / AOR** must add the responsible lab for all special/progress inspections.
 - The lab must identify the inspection prior to PW2 submittal
- **Permit expiration date in DOB NOW** must be confirmed prior to submitting for renewal
- Any permit left in a pre-filing or failed status will prevent the application from sign off

Created On	Tracking #	Work Permit Number	Work Permit Status	Type of Permit	Initial Permit	No Work Per...	Job Filing#	Permit Issued Date	Permit Expira...
11/12/2021 9:57 AM	863511599	Permit is not yet issued	QA Failed ✓	Support of Excavation	No	No	X00552244-I1	---	---
8/17/2021 8:53 AM	336676958	X00552244-I1-SE	Permit Issued	Support of Excavation	Yes	No	X00552244-I1	8/24/2021	4/29/2022

Created On	Tracking #	Work Permit Number	Work Permit Status	Type of Permit	Initial Permit	No Work Per...	Job Filing#	Permit Issued Date	Permit Expira...
1/1/2022 8:09 PM	742648800	Permit is not yet issued	Pre-filing ✓	Support of Excavation	No	No	X00570015-I1	---	---
9/22/2021 12:24 PM	605510922	X00570015-I1-SE	Permit Issued	Support of Excavation	Yes	No	X00570015-I1	10/13/2021	10/13/2022 ✓

2. Permits Submission

- DOB NOW has the option to have One Permit for various work types within the same filing number



DOB NOW: *Build* – WORK PERMITS – PERMIT NUMBERING CHANGES

- **Standalone Permits** are issued for a single Work Type. Composite Permits involve two or more Work Types. Permit Numbers are the **Borough + Job Filing Number + the Acronym of the Work Type.**
- **Composite Permits** can be combination of two specific work types (PMM + SOE; EA + FO)
- Composite Permits that **involve GC and one or more other types** are identified as **GC + CX**

<u>Standalone Permit</u>	<u>Permit Number Format</u>
<u>General Construction</u>	<u>M00274429-I1-GC</u>
<u>Earthwork</u>	<u>M00724429-I1-EA</u>
<u>Foundation</u>	<u>M00624429-I1-FO</u>
<u>Support of Excavation</u>	<u>M00524429-I1-SE</u>
<u>Protection and Mechanical Methods</u>	<u>M00164429-I1-PM</u>
<u>Composite Permit</u>	<u>Permit Number Format</u>
<u>Composite Permit with GC and any combination of the following work types: FO, EA, ST, MS (e.g. GC+ST or GC+ MS or GC+MS+ST or GC +FO+ST, etc.) (note that GC must be included)</u>	<u>M00774429-I1-GC-CX</u>
<u>Composite Permit (Foundation + Earthwork)</u>	<u>M00256429-I1-EA-FO</u>
<u>Composite Permit (SOE + PMM)</u>	<u>M00224429-I1-PM-SE</u>

2. Permits Submission

- The **permit holder** is responsible to upload the NYC SCA Wrap-Up Insurances, sign and submit
- Filing rep is **NOT** required

Work Permit

General Information

Reason for Filing

Filing reason*
 Initial Permit

Expected Work Start Date*

Work on Floor(s)*
Floor Number(s) 1 through 1

Type of Permit

Mechanical Systems

Job Description*
HEREWITH FILING SUBSEQUENT MH WORK TYPE IN CONJUNCTION WITH DIR 14 ALT-2 APPLICATION FOR INTERIOR RENOVATION.

Applicant Information

Email*
Please enter email address

License Type*
Select Type:

License Number

First Name

Middle Initial

Last Name

Business Name*
Select Type:

Business Address

City

State

Zip Code

Business Telephone

Taxpayer ID*

Provide Registration or Tracking Number

Filing Representative

Email
Please enter email address

Last Name

First Name

Middle Initial

Business Name

Business Telephone

2.1. Composite Permits

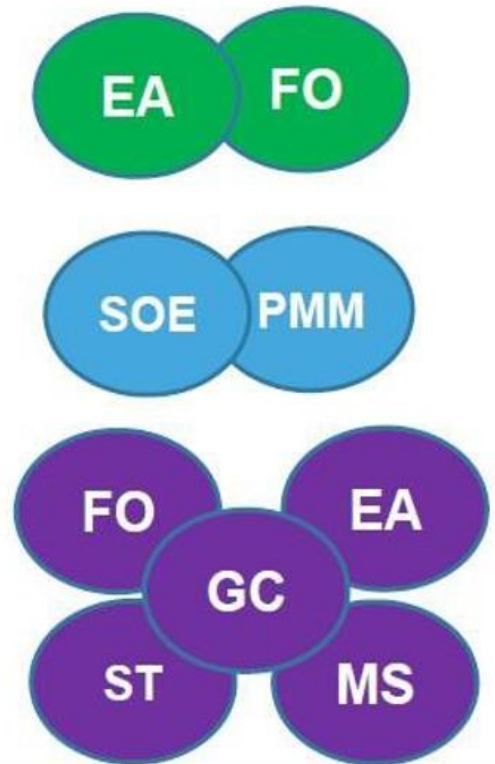
Only the following work types combinations are possible for Composite Permits:

- Earthwork (EA)
- Foundation (FO)

- Support of Excavation (SOE)
- Protection and Mechanical Methods (PMM)

- General Construction (GC) is a special Work Type that can be *joined* with one or more of the following types:
 - Earthwork (EA)
 - Foundation (FO)
 - Mechanical Systems (MS)
 - Structural (ST)
 - EA, FO, MS & ST can not be Combined Filed with each other, but any number of those four can be added to GC to request a Composite Permit.

Composite Permits Possible Combinations



2.1. Composite Permits

- These combinations can have Composite Permits (if the contractor is the same) or individual Permits.
- Work Types PL, SP and SD can be combined in any combination.
- Combined filings will have one applicant and trigger only one instance of a given TR inspection (e.g. there will only be one TR Final for all of the work types on the filing).

2.2. PGL1: Project-Specific General Liability Insurance

- For projects filed thru BCC, General Contractor must complete the PGL1 signed and notarized in section #3. SCA Brooker (Marsh) will sign section #4.
- For DOB NOW jobs: The PGL1 form must be uploaded into DOB NOW system
- For BIS jobs: The PGL1 form must be submitted to PERMITS@NYCSCA.ORG
- DOB Resources: <https://www.nyc.gov/site/buildings/industry/general-liability-insurance.page>
- Project Specific General Liability Insurance Tool: https://a810-efiling.nyc.gov/eRenewal/general_liability_insurance.jsp

2.3. Asbestos

- When V5 is selected, **V5** is required prior to permit and **ACP20/21** is required prior to closeout
- When submitting V5 prior to permit, verify V5 indicates the correct related application
- If any changes are required on the asbestos submission, A PAA is required for the I1 application and **ALL** other subsequent filings/ work types
- No PAA is required for PW1 change from V5 to ACP20/21. Applicant can simply upload ACP21 as required documents of V5 prior to permit and ACP20/21 prior to LOC.



THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Rohit Aggarwala, Commissioner

BUREAU OF ENVIRONMENTAL COMPLIANCE
ASBESTOS TECHNICAL REVIEW UNIT

VARIANCE APPROVAL - FORM V5

APPLICANT
GORDON M MARICEVIC
15-18 130th Street
College Point NY 11356

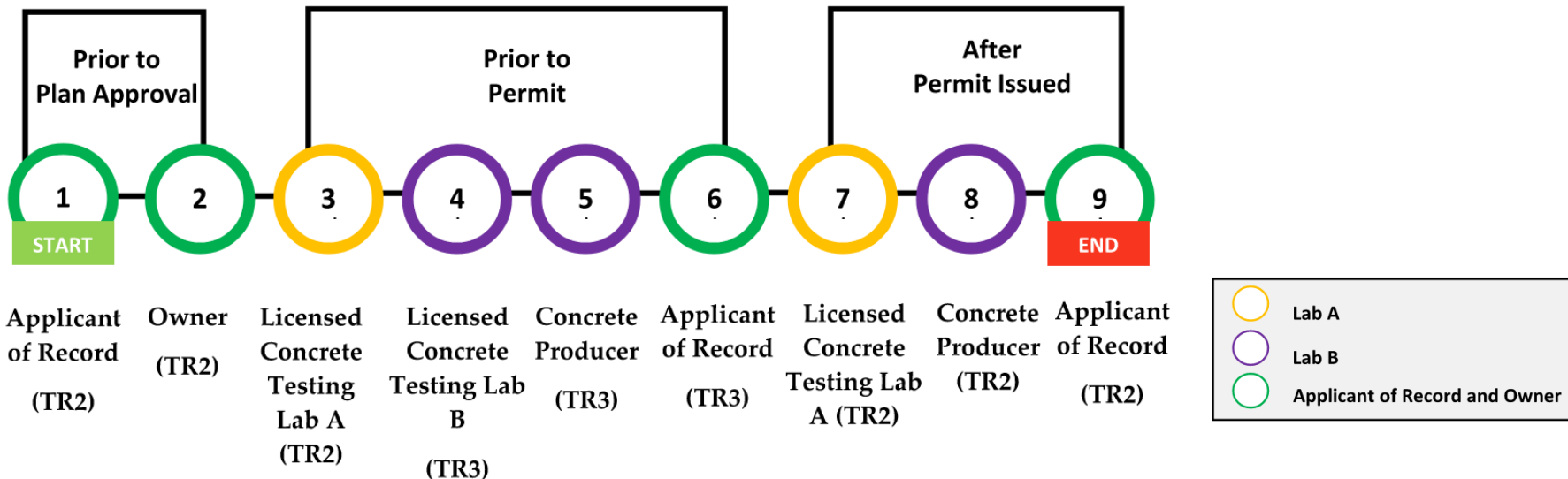
DOB JOB# B00642792

VAR# 0509BK22

TRU0605BK22

2.4. TR2/ TR3

- The below process flow displays the roles involved in the TR2 and TR3 process and the various stages where data entry is required
- DOB NOW Concrete Info: https://www.nyc.gov/assets/buildings/pdf/con_pres.pdf
- Concrete FAQs: <https://www.nyc.gov/site/buildings/industry/dob-now-build-faqs.page#concrete>
- [BCC Concrete Procedures](#)



2.4. TR2/ TR3

- **Can I waive the TR2 and TR3?**

On the Concrete Scope of Work section, the following question must first be answered as Yes.

Is the proposed total concrete placement less than 50 cubic yards? Yes

Then, to waive the TR2 and TR3, answer the following question as Yes:

Are you proportioning your concrete without field experience or trial mixtures?

Yes

The below selections will waive the TR2 only:

Are you proportioning your concrete without field experience or trial mixtures?

No

Would you like to waive the requirement for testing of fresh concrete sampling (TR2)? Yes

There is no option to waive only the TR3.

3. Secondary PL/SP/SD Permit

- For BIS jobs, secondary permit is requested when a new plumber is hired to perform a new scope of work filed by an applicant as PAA
- For DOB NOW jobs, it is recommended to file a subsequent filing by an applicant instead of PAA since there is no separate job description in DOB NOW when secondary permit is requested
- It is **NOT** recommended to request secondary permit for SCA projects

4.1. Renew Permit in BIS

Submit the following items to permits@nycsca.org

- Letter from project officer, SPO or CPO
- PW2 indicating renewal with change
- SCA Wrap-Up Insurances

4.2. Renew Permit in DOB NOW

- **How do I renew a permit?**

From the Filing Action column for the work permit, select Renew Permit.

- **How does a new applicant take over a permit?**

Do not create a new secondary permit, instead, renew the permit with changes. From the Filing Action column for the work permit, **select Renew Permit**. Under the General Information section under Reason for Filing, select Renew Permit with changes and check the box of the Stakeholder(s) you would like to change. Enter the new applicant in the Applicant Information section and upload SCA Wrap-Up Insurances.

5. Waiver Request

How to request a permit while many items in permit checklist are still open which are applicable for later phases?

- Review BCC 2.0: Permit Checklist
- Submit a waiver request letter from contractor addressed to Robert Ras
 - Identify items to be waived for this specific phase
 - Justification
- Site safety plan is required with phasing (FO, superstructure, etc.)
- CPO concurrence letter

Permit Checklist				
SCHOOL INFO	JOB INFO	DISTRIBUTION		
Job No: 0827- -22 Job Status: Partial Work Permits Issued Zoning/Egress Status: Zoning/Egress Approved	Job No: 0827- -22 DOB No: B08023268 App. Type: DOB NOW - New Buildings Category Description: NB ADDITION Design: N/A Package: P026277 SHPO: <input type="checkbox"/> Flood Hazard: <input type="checkbox"/> Open Objections: 0 of 117 ILW: 121989 Const. Inspector: N/A	Lead Applicant: Ashraf_Mashiyat Plan Examiner: Choo_Sang_Oh Close-out Inspector: Gray_Elizabeth Project Officer: VINCENT TANG PO Ext.: 5596		
Requirements for Permit	Current Status	Updated ...	Comment	
+MONITORING PLAN SUBMITTAL FOR SOE, EXCAVATION, FOUNDATION OR PILING	RECEIVED	06/28/2024	Required. SC.	
+OTHERS	WAIVED	05/08/2024	Waived for Foundation approved by R. Ras Separate Elevator in Readiness Permit	
+PRECAST CONCRETE FABRICATOR PRE-APPROVAL CONFIRMATION OR TR-3 1704.2	WAIVED	07/01/2024	Waived for Foundation by Robert Ras	
+SEE DOB NOW:BUILD FOR PERMIT REQUIREMENTS	OPEN			...
+SEPARATE APPLICATION FOR SHORING OF UNDERGROUND UTILITIES	WAIVED	07/01/2024	Waived for Foundation by Robert Ras.	

6. Withdrawal: Filing & PAA

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

- Email PERMITS@NYCSCA.ORG with copy of the **withdrawal form** including **AI1** with the reason to withdraw
- The Application Processing Unit (APU) will send the form to the examiner and add it to their dashboard
- Only Owner's signature needs to be provided to withdraw filing
- The examiner will review and process the withdrawal approval/disapproval in the Plan Approval Checklist in BCC system
- An auto email will be sent to the applicant of record
- All resubmittals must be sent to PERMITS@NYCSCA.ORG

6. Withdrawal: Filing & PAA

- It is not permitted to withdraw worktype individually in DOB NOW. It must withdraw filing. E.g., S1 has GC and MS worktypes; it is not permitted to withdraw MS individually. In order to withdraw MS, S1 filing must be withdrawal entirely.
- It is permitted to withdraw applicant or lab in DOB NOW without the form when the application is filed after 7/1/2019.

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

1

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

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: 500 Characters)

Supporting Information Upload

Your Name:

Your Phone:

Email Address*

I'm not a robot

2

[Additional Information](#) [Superseding Letter](#) [Withdrawal Request](#)

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:

- Requests to withdraw a filing (not a stakeholder)
- Withdraw the concrete testing lab on the TR2
- Withdrawal requests for DOB NOW filings created prior to July 1, 2019
- Withdrawals in pre-filing status but payment has been submitted
- Supersede requests for Electrical, Elevator, Place of Assembly, Temporary Place of Assembly filings.

Refer to the [Supersede and Withdrawal Guide](#) for instructions. Only if applicable, upload this completed letter to [www.nyc.gov/builds](#)

Date:

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

Property Address including Borough:

Check One:

Withdrawal of filing (if legalization is selected as the Filing Type, the filing cannot be withdrawn)

~~Withdrawal of: (role of stakeholder being withdrawn)~~
(ex. PW1 Applicant, Concrete Testing Lab, Owner, etc.)

<p>Owner: By signing below, you are acknowledging you are the current owner of the property.</p> <p>Name: <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Notary Seal or Signature (if no professional seal at right): <input type="text"/></p>	<p>Stakeholder (being withdrawn):</p> <p>Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>License/Registration No.: <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Professional Seal (if applicable): <input type="text"/></p>
---	---

Owner must sign

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




6. Withdrawal: Filing & PAA

When a permit has been issued to a project:

- The PO must call CID for an inspection. The inspector will open an **Inspection Report** and verify that no work was done.
- **The open Inspection Report** must be closed by the inspector to confirm no work was performed.
- BIS application: Withdrawal is still done with a PW1 with owner and applicant's signature. Email to Planreview mailbox.

Refer to [DOB Supersede & Withdrawal Guide](#) for more details



Supersede and Withdrawal Guide
Updated November 2023

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: Build – Job Filings dashboard, select 'Supersede' under Filing Action ★	Superseding Applicant and Owner (applicant submits)	On Hold – Pending Supersede of Applicant of Record	On Hold – Pending Supersede of Applicant of Record	Prior status restored	Prior status restored	\$130★	Yes★
Contractor/Licensee (PW2)	DOB NOW: Build – Work Permits dashboard, select 'Renew Work Permit' under Filing Action then choose 'Renew Permit with changes'	Contractor/Licensee	No change	Permit Issued upon QA review	No change	Permit Issued	\$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

7. Supersede: Filing

- Submit supersede request in DOB NOW: Build
- Supersede request is a **2-step** process:
 - **Step 1** – Supersede Request for Approved Jobs:
 - AI1: In lieu of plans, applicants must submit AI1 with a statement:
Submitted herewith for Approval is (Name#1); to supersede (Name#2) as the applicant of record for the (DOB job#). I (Name#1) takes responsibility for this filing as per AC 28-104.2.1.5 and ensure compliance with the NYC Construction Codes and applicable laws and rules. No drawings being submitted at this time.
Option 1: No amended plans to be submitted ←

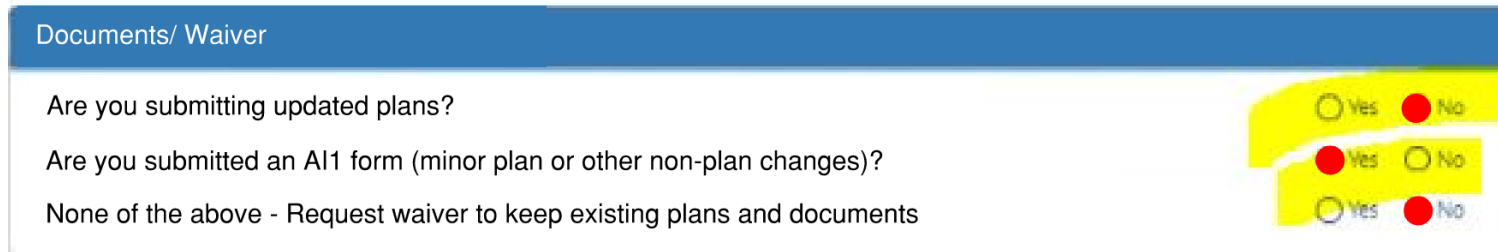
Or

Option 2: Revise drawings will be submitted as a post approval amendment.
→
 - When supersede request is approved, follow step 2 below.

When submitted, applicant must delete the option that does not apply.

7. Supersede: Filing

- Supersede (cont'd)
 - **Step 1** – Supersede Request for Permitted Jobs:
 - Applicants must submit AI1 for all supersede requests and follow the screenshot:



Documents/ Waiver

Are you submitting updated plans? Yes No

Are you submitted an AI1 form (minor plan or other non-plan changes)? Yes No

None of the above - Request waiver to keep existing plans and documents Yes No

- See statement above for AI1 statements.
- When supersede request is approved, follow step 2 below.

7. Supersede: Filing

- Supersede (cont'd)
 - **Step 2** – PAA is required if amended plans are to be submitted (applicable for approved and permitted jobs)
 - If amended plans to be submitted, applicant must file PAA

8. EQ Filings

- Refer to (EQ) Fence, Shed, Scaffold & Chute Guide
- **Emergency application:** When filing for an emergency shed or fence the applicant must submit a copy of the DOE red dot letter and licensed design professionals scope report identifying the hazardous areas. The report must be signed and sealed and the company name, address and phone number are required.
- **ACP5** is required for Scaffold applications.
- **Scaffold projects require an ACP5.** Add the ACP5 form to the transmittal and upload in DOB NOW and the OneDrive when filing a scaffold application.

8. EQ Filings

- **Approved Site Safety Plan** is required **prior to EQ permit**
- Applicant submits **deferral** request in DOB NOW on the required document “NYCSCA – approved site safety plan”. **Exception:** Approved Site Safety Plan is required per 2022 BC 3310 **prior to EQ approval** if the building meets the major building definition.
- **Fence (FN) filing for soil remediation:** Approved Site Safety Plan is **not** required for soil remediation per 2022 BC 3310.3. Applicant submits “request waiver” in DOB NOW on the required document “NYCSCA – approved site safety plan”.
- **DOB NOW EQ job number(s)** must be provided on Site Safety Plan sheet SSP-001.
- For any **EQ amendments**, the Plan Examiner will add Closeout Checklist item “Amended Site Safety Plans”. Amended Site Safety Plans must be submitted to BCC Close-Out Technical Inspectors prior to final sign-off for record only.

8.1. EQ Filings - Shed

- Permit for **BEC-Shed lighting** must be uploaded with the NYC SCA Wrap-Up Insurances

The screenshot displays the 'DOB NOW' portal interface. At the top, it says 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this are navigation buttons: 'Back to Filing', 'Save', and 'Resubmit'. The main content area is divided into two sections: 'General Information' and 'Documents'. In the 'General Information' section, the 'Reason for Filing' and 'Type of Permit' are both set to 'Sidewalk Shed'. The 'Job Description*' field contains the text: 'IS 073Q, FOR TEMPORARY SIDEWALK SHED (8 LINEAR FEET OF SHED) SUBMITTING ON BEHALF OF CONTRACTOR, IN CONJUNCTION WITH DOB # 421101612. NO CHANGE IN USE, OCCUPANCY OR EGRESS'. The 'Documents' section shows a table of 'Required Documents' with one entry: 'NYSCA wrap-up insurance program' with a status of 'Accepted' and a 'Prior To' date of 'Permit Issuance'. The 'Documents' section also has an 'Upload' button.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Tracking # 398336269

General Information

Reason for Filing: Sidewalk Shed

Type of Permit: Sidewalk Shed

Job Description*
IS 073Q, FOR TEMPORARY SIDEWALK SHED (8 LINEAR FEET OF SHED) SUBMITTING ON BEHALF OF CONTRACTOR, IN CONJUNCTION WITH DOB # 421101612. NO CHANGE IN USE, OCCUPANCY OR EGRESS

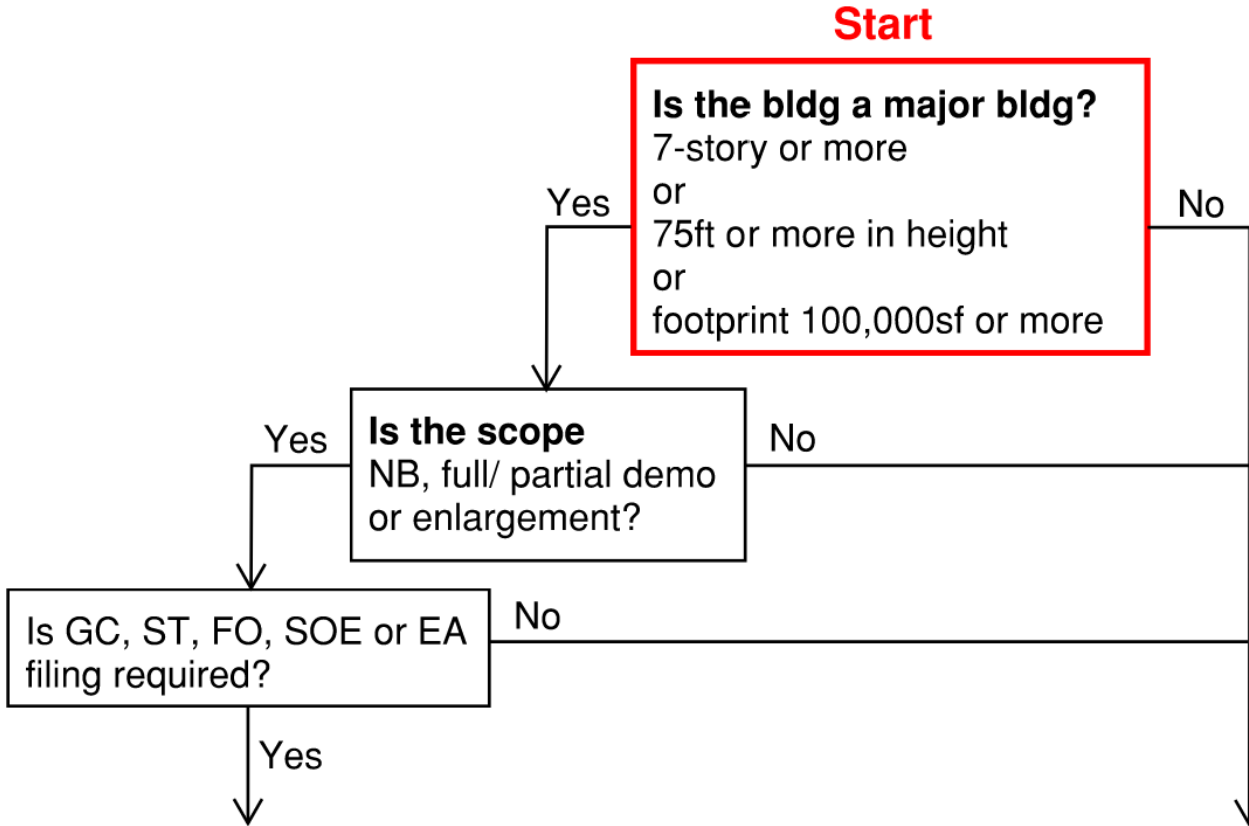
Documents

Created On	Document Name	Document Status	Prior To	Upload
	NYSCA wrap-up insurance program	Accepted	Permit Issuance	Upload

8.2. EQ Filings - Emergency Shed

- The emergency sidewalk shed should **NOT** be related to the work on CIP project.
- Under SCA contract, the contractor is requiring to replace the existing emergency shed, scaffolding and fence with their own equipment within 30 days after TCO. They should have new filing submitted for this equipment or in a rare case if the new CIP contractor would like to take over the shed, scaffolding and fence, they must obtain a new SAF and file an amendment to update the drawings to reflect the same.

9. Site Safety Plans (SSP)



- SSP is required per BC 3310
- SSP is required per Safety Manual
- Site safety requirements will be triggered in DOB NOW
- SSP approval or waiver must be submitted to DOB-CSC prior to permit

- SSP is NOT required per BC 3310
- Site safety requirements will NOT be triggered in DOB NOW
- SSP may be required per Safety Manual

9. Site Safety Plans (SSP)

- When SSP is required per BC 3310, the contractor must file SSP with Safety Unit for review first. When SSP is accepted by Safety Unit, the contractor will submit SSP in DOB NOW. SSP will be approved or waived by **DOB-CSC**.

The screenshot displays the DOB NOW application interface. At the top, a progress bar shows the following steps: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and CO Issued. The 'Approved' step is currently active.

Below the progress bar, there is a navigation menu on the left with options like 'Save', 'Preview to File', and a sidebar with categories such as 'Q00986401-I1', 'Plans/Work (PW1)', 'Zoning Information', 'Energy', 'Scope of Work', 'Schedule of Occupancy', 'Cost Affidavit (PW3)', 'Technical Report', 'Documents', 'Incomplete/Objections/Appointments', 'Work Permit (PW2)', 'Site Safety', and 'Statements & Signatures'. The 'Site Safety' option is highlighted.

The main content area shows a table for 'Site Safety Criteria' with columns for 'Site Safety Coordinator' and 'Site Safety Manager'. The table has three rows of data:

	Site Safety Coordinator	Site Safety Manager
Job Site	No	No
Job Site	Required	Required
Job Site Safety Licensee Release Status	No	No

An 'Alert Information' popup is visible, stating: 'Site Safety: Based on selections under Additional Considerations on the PW1 and Building Characteristics under Zoning Information, if a Site Safety Coordinator (SSC) or Site Safety Manager (SSM) is required, an approved site safety plan or waiver is required before a permit can be submitted for this job. If a Construction Superintendent (CS) is required, a site safety plan does not need approval, and a permit can be submitted or a site safety waiver can be requested to review the CS requirement. Submit a site safety plan or waiver in DOB NOW by selecting +Requests from the dashboard.'

Below the table, there is a 'Site Safety Request' section with a table header including 'Filing Action', 'Request Number', 'Request Type', 'Request Status', 'Applicant', 'Site Safety Professionals', and 'Created Dat'.

10. Full Demolition (FD)

- Full Demolition (FD) application must be filed in DOB NOW. See [BCC Submission Guide](#) for more info.
- Full Demolition (FD), Mechanical Demolition (PMM) and any filings associated with full demolition scope, e.g., sprinkler demolition (SP), standpipe demolition (SD) are reviewed by the **DOB Construction Safety Compliance (CSC)** team.
- All related Construction Equipment filings, e.g., Chute (PMM), Fence (FN), Shed (SH), Supported Scaffold (SF) must be filed **separately** (separate DOB NOW job#). All EQ filings are reviewed by BCC.
- **NO** Pro-Cert filing is permitted for SCA projects.
- ACP5 or V5 is required for FD.
- If there is an **existing Sprinkler system** and the building has a fire department hose connection, then a Job Number for a Sprinkler Filing must be entered unless a subsequent Sprinkler Application under Full Demo is filed by the Applicant. Same rule applies to **Standpipe system**. Note: Sprinkler applications must be filed as modification alteration.

11. Walk-In Freezer

- **Design applicant** must provide equip layout **prior to NB/ main job approval**, including the freezer/refrigerator location, the equipment location, the length and location of runs, the wall and floor penetrations and firestopping locations for refrigeration lines or electrical conduits, etc.
- **Contractor's Engineer** files separate MS application for refrigerant system **prior to NB TCO**, including the routing of the piping/tubing lines between the walk-in units and outdoor refrigeration condensing unit/compressor racks and calculations for the kitchen refrigeration system, including providing A2L calculations of the possible leak refrigerant concentrations in the walk-in units and also for all spaces that the refrigerant piping/tubing passes through.

12. Solar Filing (SL)

- Separate SL filing is required **prior to NB/main job permit**
- SL filing must be permitted **prior to NB TCO**
- **Electrical filing** (formerly BEC Permit) associated with solar job:
 - No electrical filing amendment (PAA) is allowed to change the work description. New electrical job must be filed.
 - If new Electrical filing is required, provide the existing Electrical job# xxxxxxxxx-I1 and the Solar Panel job# xxxxxxxxx-I1 in the Related BIS/DOB NOW Job Number(s) field.

Work Permit Department Of Buildings

Permit Number: B01261242-I1-EL

Issued: 07/28/2025

Expires: 11/17/2025

Address: 106 AVENUE X 11223

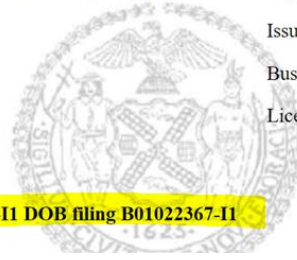
Issued To: JOSEPH CURCIO

Business: LCJ ELEC'L CONTR'S INC

License No: 012545

Description: Sustainable Energy Installs

power for solar panels on roof' Solar panel filing B01029846-I1 DOB filing B01022367-I1



12. Solar Filing (SL)

- Contractor is unable to pull solar permit due to the following error message. How to proceed?

Notification

To request a permit, an Electrical job filing number in Permit Issued status is required in the Related BIS/DOB NOW job number field on the Plans/Work (PW1) section of the filing. Submit a PAA to add or edit this field.

OK

Electrical filing (formerly BEC permit) associated with solar filing:

- Work description: select “other – sustainable energy installs” and “sustainable type – Photo voltaic”

The screenshot shows a 'Work Description' form. Under the 'Category of Work' section, there are several checkboxes for different work types. Below these, there is an 'Other' section with a dropdown menu set to 'Sustainable Energy Installs'. Below that is another dropdown menu for 'Sustainable Type*' which is open, showing a list of options including 'Photo Voltaic (with storage system)', 'Photo Voltaic (no storage system)', 'Windmill (with storage system)', 'Windmill (no storage system)', 'Mini Turbine (with storage system)', 'Mini Turbine (no storage system)', and 'Energy Storage Systems and Components'. The 'Sustainable Energy Installs' dropdown and the 'Sustainable Type*' dropdown are highlighted with red boxes.

13. Reminders Prior to Permit

- Provide SOE and/or Underpinning applications for approval prior to excavation
- Provide Structural Stability designs and sequence of operation prior to shifting loads or removal of walls
- Licensing Agreements are required to enter neighboring properties
- Uploading documents directly into DOB NOW is part of the contractor responsibility
- Other NYC Agency Permits, Inspections and Sign Offs, DEP, Parks, FDNY, DOT are also part of the contractors responsibility
- Material and Equipment shall be approved for use in NYC
- Keep the Construction Site, Temporary construction and Egress safe

14. BCC Mailbox

Send your request to	Request
planreview@nycsca.org	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 Permit Exempt Submission Questions General Questions
permits@nycsca.org	Permit Requests for BIS and DOB NOW Application Processing Unit email Questions regarding DOB NOW
foldersdrawings@nycsca.org	Request Approval/ Accepted plans, forms and documentations

15. DOB Resources



Add Work Permit (PW2) Step-By-Step Filing Example

https://www.nyc.gov/assets/buildings/pdf/dob_now_build_pw2_step_by_step_guide.pdf

TR-1, TR-8 Technical Reports Step-By-Step Filing Example

https://www.nyc.gov/assets/buildings/pdf/dob_now_build_tr1_tr8_step_by_step_guide.pdf

TR-2, TR-3 Technical Reports Step-By-Step Filing Example

https://www.nyc.gov/assets/buildings/pdf/dob_now_build_tr2_tr3_step_by_step_guide.pdf

Inspections vs. Worktypes

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

15.1. DOB Resources – Login to DOB NOW

- On June 3, 2024, DOB NOW integrated with NYC.ID, requiring all returning and new users to **have an NYC.ID account to login to DOB NOW.**

- See DOB Step-By-Step guides for more details

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



DOB NOW Login Page

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and use the same email address in your filing account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

automatically redirects →

NYC.ID Registration Page

← automatically redirects

15.2. DOB Resources – Public Portal

Search any applications without login/ account

<https://a810-dobnow.nyc.gov/publish/#/>

NYC Buildings 311 Search all NYC.gov websites

DOB NOW
NYC Department of Buildings Self-service for online Permits, Appointments and Applications

An NYC.ID Account is now required to login. Visit www.nyc.gov/dobnowtips for more information.

New! **Local Law 154 of 2021**: On-site Fossil Fuel Combustion Limitations in DOB NOW.

About DOB NOW | BUILD | SAFETY | LICENSING | **BIS OPTIONS** | Contact DOB Help Form

Search the Public Portal
FAQS | USER MANUAL

Address | Borough, Block, Lot | BIN | Job Number | Device | Licensee | Violation | Application Search

Additional Tools

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

If you need an NYC.ID:

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

15.3. DOB Resources

DOB NOW Training

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

https://www.nyc.gov/assets/buildings/pdf/contractor_training_presentation.pdf



NYC Buildings

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

Design Professionals Construction Professionals Licensing building UP

Permits & Plan Exam

After Hour Variances

Obtain CO

Required Items

DOB NOW Training

Contractors & Licensees	Requesting and renewing permits (highlight will be on GC permits but applies to all PW2 work permits) New contractor requirements (Tenant Protection Plan, etc.) Contractor Withdrawal New features (improved search, exporting jobs, etc.)	DOB NOW: Build Contractor Training Presentation View a previous version of this training: DOB NOW: Build Contractor Training Webinar
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15.4. DOB Resources

DOB NOW: Build Frequently Asked Questions

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



NYC Buildings

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Home | DOB | Tenant | Property or Business Owner | **Industry** | Safety | Codes | Search

Design Professionals | Construction Professionals | Licensing | **building UP**

Permits & Plan Exam

After Hour Variances

Obtain CO

Required Items

[Using DOB NOW](#)

Using eFiling

DOB NOW: *Build* Frequently Asked Questions

Permits

- What do the terms combined filing and composite permit mean? +
- If I pull a composite permit, can I later withdraw one of the work types? +
- If the job application has multiple work types, do I have to pull a composite permit? +
- If I am filing a professional certification application, can I submit the work permit (PW2) with the application if there is an SSP and/or TPP required? +
- When is a Demolition Sub-Contractor required on a permit? +