



Department of Buildings:

**eFiling Expansion for BIS Job Filings
Industry Training**

**updated as of:
June 8, 2020**

Overview - eFiling Expansion For BIS Job Filings

This new process is designed to continue efforts to limit walk-in traffic to DOB offices. This training will cover the following:

- **Reminders and Recent DOB Updates**
- **BIS Transaction Types and Changes**
- **eFiling Resources**

Reminders & Recent DOB Updates

First, as a reminder:

- Today's training is about BIS Jobs only
- DOB NOW job filing submissions and processing will stay the same
- DOB has recently instituted changes regarding drop offs and in-person interactions. Please review all [DOB Service Notices](#)



BIS Transactions – Filing Processes Overview

Listed below are frequent BIS job transaction types, and the current and future submission process for each transaction.

BIS Transaction Type	Current Submission Process	Submission Process Starting June 2020
Initial Filing	Partially in eFiling and partially in-person drop-off	eFiling – Hub Full-Service, Hub Self-Service and Development Hub channels
Subsequent Filings	In-person drop-off (except Development Hub jobs)	No change
Corrections	eFiling	No Change
PAA	eFiling	No Change
Submission of Other Required Items (post approval)	In-person drop-off	eFiling

BIS Transactions – Permit Processes Overview

Listed below are frequent BIS job transaction types, and the current and future submission process for each transaction.

BIS Transaction Type	Current Submission Process	Submission Process Starting June 2020
Initial Permit	In-person drop-off	eFiling
Permit Renewal without Change	eFiling	No Change
Permit Renewal with Change (including BINs with a work without permit/L2)	In-person drop-off	No change

BIS Transactions – Other Processes Overview

Listed below are frequent BIS job transaction types, and the current and future submission process for each transaction.

BIS Transaction Type	Current Submission Process	Submission Process Starting June 2020
Withdrawal	In-person drop-off	eFiling
Supersede	In-person drop-off	eFiling
Reinstatement	email PER11	No Change
Letter of Completion	eFiling	No Change
First Time Occupancy	eFiling	No Change
TCO Renewal	eFiling	No Change
Final CO	eFiling	No Change

BIS Transactions – Initial Filings

All BIS initial job applications must be submitted in **eFiling**.

- Requirement started **Monday, June 1, 2020** for Alt2 & Alt3 jobs
- Requirement starts **Monday, June 8, 2020** for NB & Alt1 jobs

eFiling Options	
Development Hub	Continues to be available for <i>major</i> NB and Alt-1 projects (standard plan only, pre-filing consultation required)
Hub Full-Service*	Standard Plan Examination or Self Certification of Objections for NB, Alt-1, Alt-2 and Alt-3 applications
Hub Self-Service*	Professionally Certified for NB, Alt-1, Alt-2 or Alt-3 applications

***Exceptions** - project types listed on the 'Exceptions' page may need to be processed via in-person drop-off at a borough office.

BIS Transactions – Initial Filings – Development Hub

Development Hub – *major* NB and Alt-1

- Optional filing method for major NB and Alt-1 jobs.
- No changes in submission or review processes.
- Pre-filing consultation required.
- All reviews are standard plan only.
- Processing and reviews will continue to be performed by Development Hub team.

BIS Transactions – Initial Filings

– Hub Full Service

Standard Plan Exam & Self Certification of Objections – first reviews

- Upload all documents and forms required ‘prior to approval’ before submitting.
- After payment, applicant will click ‘Ready for Review’.
- Jobs will receive ‘D’ status after submission and will be reviewed by borough office.

Filing Documents [\(show help\)](#)

For all Hub Full-Service jobs, a full (2 page) completed AOS1 is required with all required signatures and seals. Click [here](#) to download the required AOS1

SELECT UPLOAD TYPE ▾

Filing Fee [\(show help\)](#)

Amount Paid to Date: \$130.00

PRIOR TO APPROVAL FILING FEES FOR THIS JOB HAVE BEEN PAID.

Pay Now

Pending Files for Review [\(show help\)](#)

Reminder: You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the "Electronic Forms" section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.

No.	Date Submitted	Document Name	Remove
1	05/08/2020	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	
2	05/08/2020	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	
3	05/08/2020	Form - AOS1 - APPLICANT OWNER SIGNATURE	Remove
4	05/08/2020	Plan - COMPLETE PLAN SET	Remove

BIS Transactions – Initial Filings

– Hub Full Service

Standard Plan Exam & Self Certification of Objections – *disapprovals*

- If disapproved, electronically submit additional/revised documents, forms and other required items – use the ‘Filing Documents’ section.
- If an appointment is desired, schedule using the Appointments website.
- Click ‘Ready for Next Review’ to request department plan exam review and action.

Request Department Action [\(show help\)](#)

<input type="checkbox"/> Plan Review <small>All and Complete Plan</small>	<input type="checkbox"/> Minor Plan Change <small>All and Complete Plan</small>	<input type="checkbox"/> Forms/Required Items Only
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I acknowledge that all documents requested for review by DOB have been uploaded. Once I submit these documents by clicking "Ready for Next Review" I will not be able to upload any additional documents until DOB has completed the review of these documents.

Ready for Next Review

Filing Documents [\(show help\)](#)

Upload Required Items

Upload Required Items:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

* **Select Document Name :**

* **Select File to Upload:** (PDF or JPG format only. Maximum size limit: 10MB)

No file chosen

BIS Transactions – Initial Filings

– Hub Self Service

Professional Certification – first submissions

- Upload all documents and forms required ‘prior to approval’ before submitting.
- After payment, applicant will click ‘Submit Application’.
- **NB, Alt1, Alt2 with Enlargements jobs** - will receive ‘D’ status after submission and will be reviewed for zoning only by borough office.
- **Alt2 without Enlargements, Alt3 jobs** - will receive ‘P’ status after submission.

Electronically Submit this Application

Premises: 412 EAST 90 STREET MANHATTAN BIN: 1050636 Block: 1569 Lot: 35	Job No: 140899865 Job Type: A3 - ALTERATION TYPE 3
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Filing Package for Review

You must open and review each of the documents submitted below prior to submitting this filing for automated acceptance by DOB.

<input checked="" type="checkbox"/>	EF1-EFILING JOB APPLICATION COVER SHEET
<input checked="" type="checkbox"/>	PW1-PLAN / WORK APPROVAL APPLICATION
<input checked="" type="checkbox"/>	PC1-REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION
<input checked="" type="checkbox"/>	TR1-TECHNICAL REPORT STATEMENT OF RESPONSIBILITY
<input checked="" type="checkbox"/>	POC1-PROFESSIONAL CERTIFICATION STATEMENT
<input checked="" type="checkbox"/>	PW3-COST AFFIDAVIT
<input checked="" type="checkbox"/>	RB0060-DIR-14 ID OF RESPONSIBILITY (TR1)
<input checked="" type="checkbox"/>	CPS-COMLETEPLANSET
<input checked="" type="checkbox"/>	TR1-TECHNICAL REPORT: RESPONSIBILITY

Submit Your Electronic Filing Package for DOB Acceptance

Enter your login information below

	Please enter email address :
<input type="text" value="rnagasani@buildings.nyc.gov"/>	
	Please enter password :
<input type="password" value="....."/>	

Back**Submit Application**



BIS Transactions – Initial Filings

– Hub Self Service

Professional Certification – resubmissions

- If disapproved, electronically submit additional/revised documents, forms and other required items – use the ‘Filing Documents’ section.
- Click ‘Ready for Next Review’ to request department re-review and action.

Request Department Action [\(show help\)](#)

<input type="checkbox"/> Plan Review <small>All and Complete Plan</small>	<input type="checkbox"/> Minor Plan Change <small>All and Complete Plan</small>	<input type="checkbox"/> Forms/Required Items Only
---	---	---

I acknowledge that all documents requested for review by DOB have been uploaded. Once I submit these documents by clicking "Ready for Next Review" I will not be able to upload any additional documents until DOB has completed the review of these documents.

Ready for Next Review

Filing Documents [\(show help\)](#)

Upload Required Items

Upload Required Items:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

* **Select Document Name :**

* **Select File to Upload:** (PDF or JPG format only. Maximum size limit: 10MB)

No file chosen

BIS Transactions – Initial Filings

– Approved Plans

Downloading Approved Plans (Hub Full Service & Hub Self Service)

- Upon plan approval, a notification email will be sent to all parties on the PW1.
- The approved and stamped plans will be available in eFiling for 30 days (click on ‘Electronically Submit Documents’ then look under ‘Documents from DOB’ – see screen shot below).

Documents from DOB: 120						View All...
#	Date Submitted	Job #	Description	Type	Document Expiration	
1	05/21/2020 3:22 PM	140904056	Approved Plan Set	Approved Plan Set - 140904056 - 05-21-2020 - ES880652760	N/A	
2	05/21/2020 3:16 AM	140904056	CompletePlanSet	plan	06/20/2020	
3	04/29/2020 12:34 PM	140888528	CompletePlanSet	plan	05/29/2020	
4	03/19/2020 10:52 AM	177777926	177777926- Summary of Comments - 3-19-2020	Plan with Comments	N/A	
5	03/18/2020 10:34 AM	140891195	Regular Esubmit Job	Approved Plan Set - 140891195 - 12-12-2019 - ES400466362	N/A	
6	03/17/2020 5:55 PM	185008671	Other	Other	N/A	
7	03/17/2020 5:51 PM	185008671	vanilla job plan with Comments	Plan with Comments	N/A	
8	06/01/2017 10:09 AM	420605642	test	Other	N/A	

BIS Transactions – Initial Filings – Exceptions

Initial eFiling Exceptions:

<ul style="list-style-type: none">• Demolition• Legalization• Subdivision• No Work• School Construction Authority (SCA)	<ol style="list-style-type: none">1. Create and print the PW1 and EF1 in eFiling and then drop it off at a Borough Office with payment by check.2. Use eFiling – Electronically Submit Documents to upload the plans and required documents.
<ul style="list-style-type: none">• Builders Pavement Plan (BPP)	<ul style="list-style-type: none">• if Standard Plan Examination (Hub Full-Service), submit in eFiling.• if Professionally Certified (Hub Self-Service), create and print PW1 and EF1 in eFiling, then drop off at a borough office with payment by check.

BIS Transactions – Initial Filings – Exceptions

Initial eFiling Exceptions (continued):

<ul style="list-style-type: none">• Landmark Status Properties	<ul style="list-style-type: none">• if 'L - Landmark' as the Landmark Status on the BIS Property Profile page, submit in eFiling (applies to both Hub Full-Service or Hub Self-Service).• if 'C - Calendar' as the Landmark Status on the BIS Property Profile page, create and print the PW1 and EF1 in eFiling, then drop off at a borough office with payment by check.
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BIS Transactions – Subsequent Filings

Subsequent Filings

- **Development Hub:**
 - No changes – continues to be online via eFiling.
- **Hub Self Service (Professionally Certified) – Alt2 without Enlargements, Alt3:**
 - Subsequents are not permitted as these jobs automatically go to 'P' status after submission.
- **All Others:**
 - Will continue to be in-person via drop-off.
 - Subsequent filings can only be submitted if the Initial filing has not yet reached 'P' (Approved) status.

BIS Transactions – Corrections (Pre Approval)

Corrections – D or J status only

- Process to submit ‘Correction’ for BIS filings must be via eFiling.
- To submit a Correction, applicant must upload a color scanned copy of the PW1. Applicant must highlight the change that is being made to an existing doc number (initial, subsequent or PAA).
- Submitting a correction will not create new doc number.

The screenshot shows a web form titled "Filing Documents" with a "(show help)" link. At the top, there is a dropdown menu set to "Upload Forms". Below this is a section labeled "Upload Forms:" with instructions: "Select the Document type from the drop down or check the appropriate checkbox above to upload the file." The form contains several fields: a required field for "Form Name" with a dropdown menu currently showing "PW1-PLAN / WORK APPROVAL APPLICATION"; a "Select Filing Type" section with three radio buttons: "Correction" (selected), "New PAA", and "Withdrawal"; a required field for "BIS Job Doc Number" with a dropdown menu showing "PICK A DOC NUMBER"; and a "Select File to Upload" section with a note "(PDF format only. Maximum size limit:10MB)". At the bottom of this section are two buttons: "Choose File" and "Submit File". The "Choose File" button is currently disabled, and the text "No file chosen" is displayed next to it.

BIS Transactions – PAA (Standard Plan & Self Certification of Objections)

PAA for Standard Plan and Self Certification of Objections jobs

- Applicant uploads to eFiling a completed and color scanned copy of a PW1 form, highlighting the changes that are being made to an existing doc number (initial, subsequent). Select **New PAA** option (see screenshot).

Filing Documents ([show help](#))

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

***Select Form Name :**

PW1-PLAN / WORK APPROVAL APPLICATION

***Select Filing Type :** New PAA Correction

***Please select the doc number you are amending?:** PICK A DOC NUMBER

The changes being made must be **highlighted** on the PW1 form or upload a **color** scanned copy with the changes highlighted.

***Select File to Upload:** (PDF format only. Maximum size limit:10MB)

Browse... No file selected. **Submit File**

- Applicant uploads other required documents for PAA via eFiling.
- Once the PAA doc number is in **G** status – **PAA Fee Due**, the fees are paid in eFiling using the Express Cashier Payments module.
- After the payment is processed, the applicant must schedule a plan exam appointment for Approval of PAA*.

*The **Approval of PAA** filing type option is only available in Hub Self-Service (see next slide)

BIS Transactions – PAA (Professional Certification)

PAA for Professional Certification jobs

- Applicant uploads to eFiling a completed and color scanned copy of a PW1 form, highlighting the changes that are being made to an existing doc number (initial, subsequent). Select **New PAA** option (see screenshot).
- Applicant uploads other required documents for PAA via eFiling.
- Once the PAA doc number is in **G** status – **PAA Fee Due**, the fees are paid in eFiling using the Express Cashier Payments module.
- Applicant uploads to eFiling a completed PW1 form that is marked **Okay for Approval**. Select **Approval for PAA** option (see screenshot).

Filing Documents [\(show help\)](#)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

* **Select Form Name :**

PW1-PLAN / WORK APPROVAL APPLICATION

* **Select Filing Type :** New PAA Correction Approval for PAA

* **Select BIS Job Doc Number:** PICK A DOC NUMBER

PW1 must be marked with Approval for PAA.

* **Select File to Upload:** (PDF format only. Maximum size limit:10MB)

No file selected.

BIS Transactions – Submission of Other Required Items (Post Job Approval)

Submission of Other Forms and Required Items (Post Job Approval)

- Process to submit ‘Forms and Required items’ for BIS filings after approval must be via ‘eFiling – Electronically Submit Documents’

Filing Documents [\(show help\)](#)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

***Select Form Name :**

TR1-TECHNICAL REPORT: RESPONSIBILITY

***License Number:**

***Select File to Upload:** (PDF format only. Maximum size limit:10MB)

No file chosen

BIS Transactions – Permit Issuance

Initial Permit

- Applicant must pay ‘Record Management Fees’ and ‘Remaining Filing Fee’ balances via eFiling – Express Cashier Payments prior to submitting the PW2.
- Applicant must upload a completed PW2 form via eFiling. Select ‘Initial Permit’ option (see screenshot below).
- Applicant must upload any additional outstanding required items/documents via eFiling.
- If the property has a WWP violation, applicant must file an L2 after the permit receives ‘**In Process**’ status (see screenshot below).
 - L2 submissions are now in the DOB NOW BIS portal, select +L2 Request and enter the BIS job and document.

Filing Documents (show help)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

* Select Form Name : PW2-WORK PERMIT APPLICATION

* Select PW2 Request Type : Initial Permit

* Select BIS Job Doc Number: PICK A DOC NUMBER

* Select File to Upload: (PDF format only. Maximum size limit:10MB)

Choose File | No file chosen

NYC Department of Buildings
Permit History

Premises: 63 FLUSHING AVENUE BROOKLYN Job No: 340622696

BIN: 3335129 Block: 2023 Lot: 1 Job Type: A2 - ALTERATION TYPE 2

PERMIT INFORMATION						
PERMIT NUMBER	SUB TYPE	SEQ NO	ISSUE DATE	EXPIRATION DATE	STATUS	APPLICANT
340622696-01-EW	SD	01	03/08/2019	03/07/2020	T - ISSUED	ARTHUR KLANSKY
340622696-01-EW	SD	02			S - IN PROCESS	



BIS Transactions – Permit Renewal

Permit Renewal

- **Permit Renewals *With* Change (including permits that require an L2)**
 - Will continue to be dropped off at a borough office.
 - If the property has a WWP violation, applicant must file a L2 after the permit receives ‘**In Process**’ status (see screen shot below).

NYC Department of Buildings
Permit History

Premises: 63 FLUSHING AVENUE BROOKLYN				Job No: 340622696		
BIN: 3335129 Block: 2023 Lot: 1				Job Type: A2 - ALTERATION TYPE 2		
PERMIT INFORMATION						
PERMIT NUMBER	SUB TYPE	SEQ NO	ISSUE DATE	EXPIRATION DATE	STATUS	APPLICANT
340622696-01-EW	SD	01	03/08/2019	03/07/2020	T - ISSUED	ARTHUR KLANSKY
340622696-01-EW	SD	02			S - IN PROCESS	

- Submit the L2 in the DOB NOW BIS portal, select +L2 Request and enter the BIS job and document numbers.
- **Permit Renewals *Without* Change**
 - Must be submitted via eFiling – Renew Permits .

BIS Transactions – Withdrawal, Supersede

Withdrawal Applications

- Withdrawal requests for BIS jobs must be submitted via eFiling – Withdrawal.

Filing Documents [\(show help\)](#)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Form Name : PW1-PLAN / WORK APPROVAL APPLICATION

*Select Filing Type : Correction New PAA Withdrawal

PICK A DOC NUMBER

*Select File to Upload: (PDF format only. Maximum size limit:10MB)

No file chosen

Supersede Applications

- Applicant must upload completed PW1 form via eFiling. Select ‘New PAA’ option.
- Applicant must upload other required documents for Supersede PAA via eFiling.
- After Supersede is entered, pay \$100 using PAA fees option.

Filing Documents [\(show help\)](#)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Form Name : PW1-PLAN / WORK APPROVAL APPLICATION

*Select Filing Type : Correction New PAA Withdrawal

*Please select the doc number you are amending?: PICK A DOC NUMBER

The changes being made must be **highlighted** on the PW1 form or upload a **color** scanned copy with the changes highlighted.

*Select File to Upload: (PDF format only. Maximum size limit:10MB)

No file chosen

BIS Transactions – Reinstatement

Reinstatement Applications

- Requests for reinstatement of BIS jobs must be emailed to the below email address for the borough in which the property is located. Requests will no longer be accepted in-person.
 - BrooklynPER11PlanExam@buildings.nyc.gov
 - BronxPER11PlanExam@buildings.nyc.gov
 - ManhPER11PlanExam@buildings.nyc.gov
 - QueensPER11PlanExam@buildings.nyc.gov
 - StatenIslandPER11PlanExam@buildings.nyc.gov

BIS Transactions – LOC, CO & TCO

Letter of Completion (LOC) submissions:

- LOC requests for BIS jobs must be submitted via eFiling (see below screen shot). Applicant must upload a completed PW7.
- Applicant must upload other required documents for LOC issuance via eFiling.

CO Request submissions:

- First Time Occupancy, TCO Renewal and Final CO for BIS jobs must be via eFiling. Applicant must upload a completed PW7.
- Applicant must upload other required documents for LOC issuance via eFiling.
- TCO Renewal fees must be paid online via eFiling – Express Cashier Payments.

Filing Documents [\(show help\)](#)

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

* Select Form Name :
PW7-CERTIFICATE OF OCCUPANCY/LOC: REQUEST

* Select PW7 Request Type : LOC First Time Occupancy TCO Renewal Final CO

Any missing Required Items must be uploaded below in order to process the PW7.

* Select File to Upload: (PDF format only. Maximum size limit:10MB)

Choose File No file chosen **Submit File**

eFiling Resources

User Guides & FAQs:

[eFiling Training](#)

Access the Help Form:

www.nyc.gov/dobnowhelp

Please Read All Service Notices:

[Service Notices](#)