

SERVICE NOTICE

Follow-up #1: Initial Observations of Parking Structures in Certain Community Districts

Beginning Monday, March 25, 2024, a Qualified Parking Structure Inspector (QPSI) can submit a one-time initial observation report (as required by [1 RCNY §103-16](#)) in **DOB NOW: Safety** for parking structures in Manhattan Community Districts 8 through 12, and all Community Districts in Brooklyn, Queens, Staten Island, and the Bronx. The deadline to submit the initial observation report is August 1, 2024.

Submit the Initial Observation Report

The initial observation must be performed by or under the direct supervision of a NYS licensed professional engineer who is designated by the Department as a QPSI. Beginning Monday, March 25, 2024, the QPSI submits the report by logging into **DOB NOW: Safety** and selecting **+Initial Observation** from the **Parking Structures** dashboard.

Owners are required to have an eFiling account to login to DOB NOW to attest to the report. First the QPSI enters the owner's email address on the report submission, then the owner logs into DOB NOW to complete the **Statements & Signatures** section. Visit nyc.gov/efilingtips to create an eFiling account.

Manhattan Community Districts 8 through 12 & Brooklyn Community Districts

Owners of parking structures in Manhattan Community Districts 8 through 12 and all Brooklyn Community Districts who submit a periodic inspection report by August 1, 2024, are not required to also have an initial observation performed.

Additional Information

Visit the [Parking Structures](#) page and view [Frequently Asked Questions: Periodic Inspection of Parking Structures \(PIPS\)](#) at nyc.gov/buildings.

Training

Visit the DOB NOW training page at nyc.gov/dobnowtraining to register for training and to access step-by-step guides and videos.

DOB NOW Inquiries & Support

To submit a DOB NOW inquiry, visit the **DOB NOW Help Form** at nyc.gov/dobnowhelp.