

# **SERVICE NOTICE**

# COVID-19 Response: Weekly Safety Inspection Reports and **New Customer Service Office Hours**

As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Saturday, April 4, 2020, Weekly Safety Inspection Reports must be submitted online, and all DOB customer service locations will close at 2:00 pm for drop-offs and in-person transactions.

#### **Weekly Safety Inspection Reports**

For suspended sites that require a site safety manager, site safety coordinator or construction superintendent, a weekly certification must be submitted to the Department as outlined in Buildings Bulletin 2020-004. To submit a report, use an eFiling account to log into DOB NOW at www.nyc.gov/dobnow and select the Essential Construction portal. If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips.

From the Essential Construction portal, select +Weekly Safety Inspection Report and enter the BIS job/document number. Complete the required fields and select the Save button to then complete the Statements & Signature section. Select the Submit button to complete the transaction. An email notification will be sent to confirm submission. A new submission must be made each week for every job that requires a safety inspection report.

#### **DOB Office Hours**

Beginning Monday, April 6, 2020, all DOB Offices will be open to the public from 8:30 am to 2:00 pm only for in-person and drop off transactions. See the COVID-19 Response page for more information.

**Bronx Borough Office** 1932 Arthur Avenue, 5th Floor Bronx, NY 10457

Brooklyn Borough Office 210 Joralemon Street, 8th Floor Brooklyn, NY 11201

Manhattan Borough Office 280 Broadway, 3<sup>rd</sup> Floor New York, NY 10007

Queens Borough Office 120-55 Queens Boulevard, 1st Floor Kew Gardens, NY 11424

Staten Island Borough Office 10 Richmond Terrace, Borough Hall, 2<sup>nd</sup> Floor Staten Island, NY 10301

Construction Safety Compliance 280 Broadway, 3rd Floor New York, NY 10007

Customer Service Atrium (Administrative Enforcement Unit, Boilers, Cashier, Elevators, Licensing, and Limited Alteration Applications) 280 Broadway, 1st Floor New York, NY 10007

Cranes and Derricks Unit 2 Lafayette Street, 12th Floor New York, NY 10007



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The following units are closed to in-person transactions:

- Concrete Enforcement Unit
- Construction Development Inspections
- Construction Enforcement Inspections
- Construction Safety Enforcement
- Electrical Development Inspections
- Electrical Enforcement Inspections
- Local Law Enforcement (Facades and Retaining Walls)
- Plumbing Development Inspections
- Plumbing Enforcement Inspections

See the **COVID-19 Response** page for more information

## **Upcoming Service Changes**

- Additional Payments
- Certificates of Correction
- License Renewals

Alternate methods are being developed to provide online options for the above transactions. Additional Service Notices will be posted when these methods are available.

POST UNTIL: June 30, 2020

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