



New York City Department of Buildings

DOB NOW: Safety

Façades Compliance Filing Owner User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

January 4th, 2017



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Introduction

DOB NOW: Safety Overview

DOB NOW: Safety has been designed to allow Qualified External Wall Inspectors (QEWI), Owners, Registered Architects, and Professional Engineers to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: Safety** to submit applications, make payments, check the status of an application, amend an application, and make time extension requests.

DOB NOW: Safety Façades Overview

To keep buildings safe, owners of properties higher than six and a half stories must have exterior walls and appurtenances, such as balconies, inspected every five years – and they must file a technical façade report with the Department. See NYC Construction Codes §28-302.1 and RCNY §103-04.

Property owners must repair unsafe conditions within 90 days of filing a technical report. Once the work is finished, owners must file an amended report within 14 days.

DOB NOW: Safety Manual Overview

This user manual provides step-by-step instructions for an Owner to review, electronically sign and track compliance filing applications through **DOB NOW: Safety**. This manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

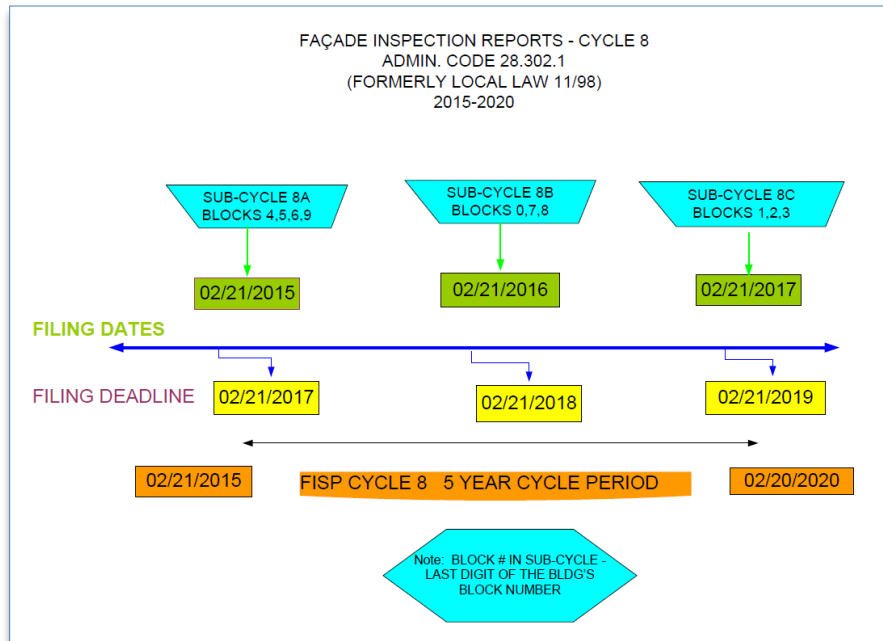
This manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

Inspection & Report Deadlines

Façade report and maintenance/repair deadlines are divided into cycles. Cycle 8 began February 21, 2015, and runs through February 21, 2020. The Department has added sub-cycles to make it easier for owners to hire qualified professionals and contractors. The last digit of a building’s block number determines if the property falls into sub-cycle A, B, or C.

Sub-Cycle	Last Digit of Block Number	Filing Period/Deadline
A	4, 5, 6, or 9	February 21, 2015 – February 21, 2017
B	0, 7, or 8	February 21, 2016 – February 21, 2018
C	1, 2, or 3	February 21, 2017 – February 21, 2019

Sub-Cycle Diagram



Façade Classifications

The required façade inspections are called critical examinations and may only be performed by a Qualified Exterior Wall Inspector (QEWI). QEWIs are New York State licensed Professional Engineers (PE) or New York State Registered Architects (RA). After performing an inspection, the QEWI must file a technical report on the condition of the facade, and classify the building in one of three ways:

- **SAFE:** No observed unsafe conditions;
- **SAFE With a Repair and Maintenance Program (SWARMP):** Safe, but requires repair/maintenance; or
- **UNSAFE:** Observed problems/defects that threaten public safety.

With an UNSAFE classification, the owner must immediately install protection, such as a sidewalk shed, construction fence, etc.

SWARMP Filings

- The condition of window air conditioner units may be classified as SWARMP.
- SWARMP filings must include a statement that states “There are no unsafe conditions.”
- If the QEWI believes the condition will deteriorate and become hazardous in less than 12 months, the façade report must be filed as UNSAFE.

If all necessary repairs are not completed before the next cycle, the next report must be filed as UNSAFE.

General Façade Report Reminders

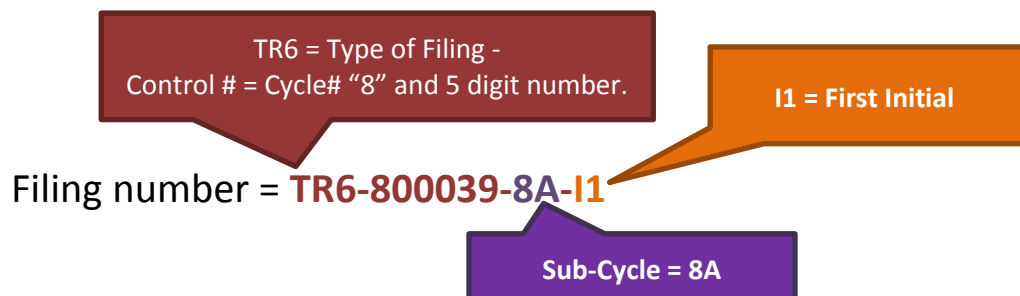
- Buildings with ongoing construction may not be designated as SAFE.
- Provide color photos and a location diagram at the time of filing.
- Include a statement that describes the degree of water retention.
- Submit a certification that repairs identified in the prior cycle have been completed.
- Cite the cause and description of the deterioration.
- Include the QEWI’s projected month and year when the defects will become hazardous and cause the façade to be classified as UNSAFE.
- Cite which repairs will need a Department-issued work permit.
- Provide details about appurtenances.
- Include a copy of the Notice of Rejection when resubmitting.

DOB NOW: *Safety* Filing Numbers

Filing Number: In DOB NOW: *Safety*, a filing number is a compliance filing reference: the filing type, control number, sub-cycle and filing iteration type.

- Filing type:** is represented by the first set of characters followed by a dash; i.e. TR6 is for the Technical Report being filed. F1 represents a FISP1 extension request. Examples are as follows:
 - TR6-800039-8A-I1
 - F1-80039-8A-001
- Control Number:** a control number is a building identifier used by the DOB Facades Unit. The number includes as the first digit the five year filing cycle number, followed by the building identifier.
- Sub-Cycle:** the sub-cycle reference is a two year cycle represented by A, B or C. For example, sub-cycle 8A is the first sub-cycle in cycle 8.
- Filing Indicator:** a filing indicator, such as **I** for Initial, **S** for Subsequent or **A** for Amended.

Example:





DOB NOW: *Safety* Terms

The compliance process may result in additional reports and filings.

- **Technical Review (TR6):**
 - **Initial:** First compliance filing for a cycle / sub-cycle.
 - **Subsequent TR6:** Change of TR6 filing content.
 - **Amended TR6:** After repairs are made for an UNSAFE initial filing.
 - **FISP1 (initial) and FISP2 (additional):** Time extension requests.
- **FISP3:** QEWI or DP providing an UNSAFE Notification.
- **Height Verification (HV) Inspection Request:** Request for determination of whether the building is subject to DOB compliance (over or under 6.5 stories in height).
- **Partial Shed Removal (PSR) Requests:** Request for removal of a shed affecting commerce, traffic flow or hazard.
- **Sub-Cycle Reassignment:** Request to have multiple properties/filings consolidated into one Sub-Cycle.

DP: A Design Professional is a Professional Engineer or Registered Architect.

QEWI: A Qualified Exterior Wall Inspector is a DOB registered Professional Engineer (PE) or Registered Architect (RA) that has been registered and verified with the DOB Facades Unit.

CSR: A Customer Service Representative is a DOB staff member who provides an Administrative Review of a filing, usually before sending the filing to a Plan Examiner. An Administrative Review for a filing in part consists of making sure the content provided is complete.

ERT: The Emergency Response Team provides rapid response in all emergencies requiring DOB response to ensure that NYC building codes and rules and regulations are being followed.

Plan Examiner: A DOB building Plan Examiner (PE) reviews a filing and determines the condition of each filing. For example, a filing can be rejected, accepted or returned incomplete.

FISP (Façade Inspection & Safety Program) Forms: A reference to either a filing extension or an UNSAFE Notification. In the example of a FISP1 (an initial extension request) and FISP2 (additional extension request), each represents a time extension request for a UNSAFE filing. In the example of a FISP3 (or unsafe Condition) report, the report can be filed by a QEWI or a DP.

Initial Filing: This option will be enabled for a new compliance filing.

Amended Filing: This option will be enabled after an UNSAFE Initial Report has been filed and accepted by DOB.



Subsequent Filing: This option will be enabled after a SAFE or SWARMP Initial (TR6) Report has already been filed and accepted. A subsequent report indicating revised conditions may be filed within the current five-year report filing cycle to change a building’s filing status for that cycle.

Inspection: If a DOB Inspection is determined to be necessary as part of the filing process, an Inspector is assigned to inspect the façade of a building, and report on its condition.

BIN: This refers to the Building Identification Number. A BIN is assigned to each building.

Block and Lot: This refers to the physical mapped location of a building. The block and Lot is also known as the “tax” block and Lot.

Task Form: This form provides information on decisions of an individual filing.

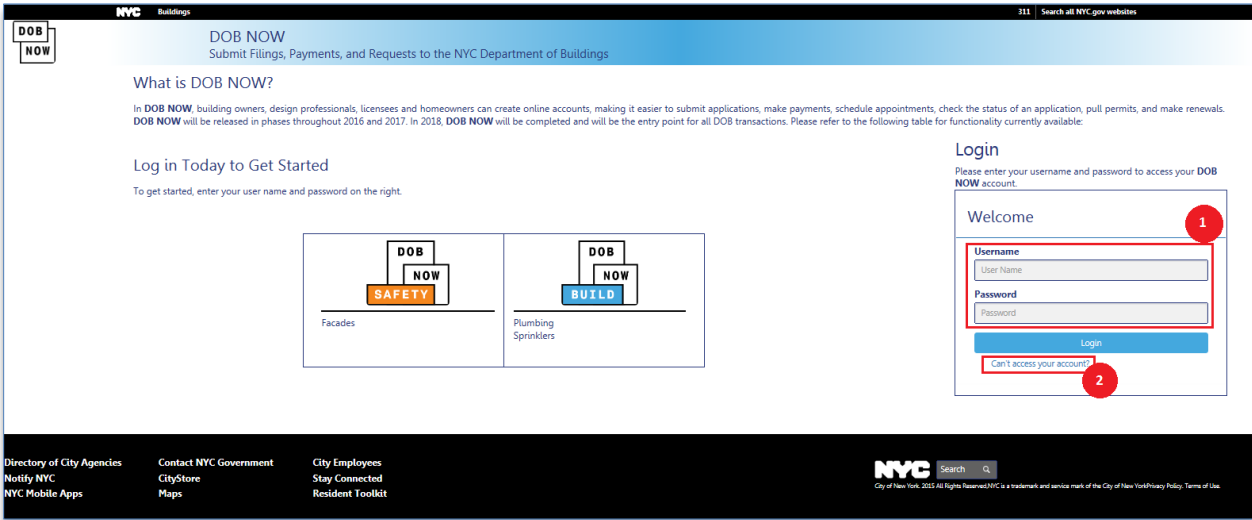
311: NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone.

Accessing DOB NOW: *Safety* and Getting Oriented

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Safety*.

This section will guide you through how to access DOB NOW: *Safety* and help to get you familiar with navigating between different screens in the system. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

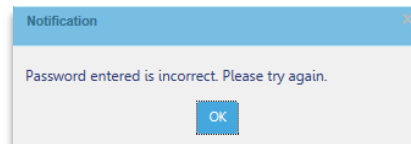
Access DOB NOW: *Safety*



Navigate to the DOB NOW login page by going to the following link: www.nyc.gov/dobnow

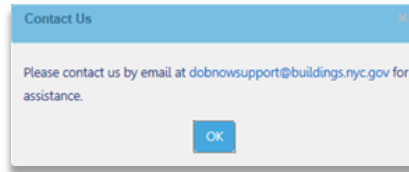
1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.



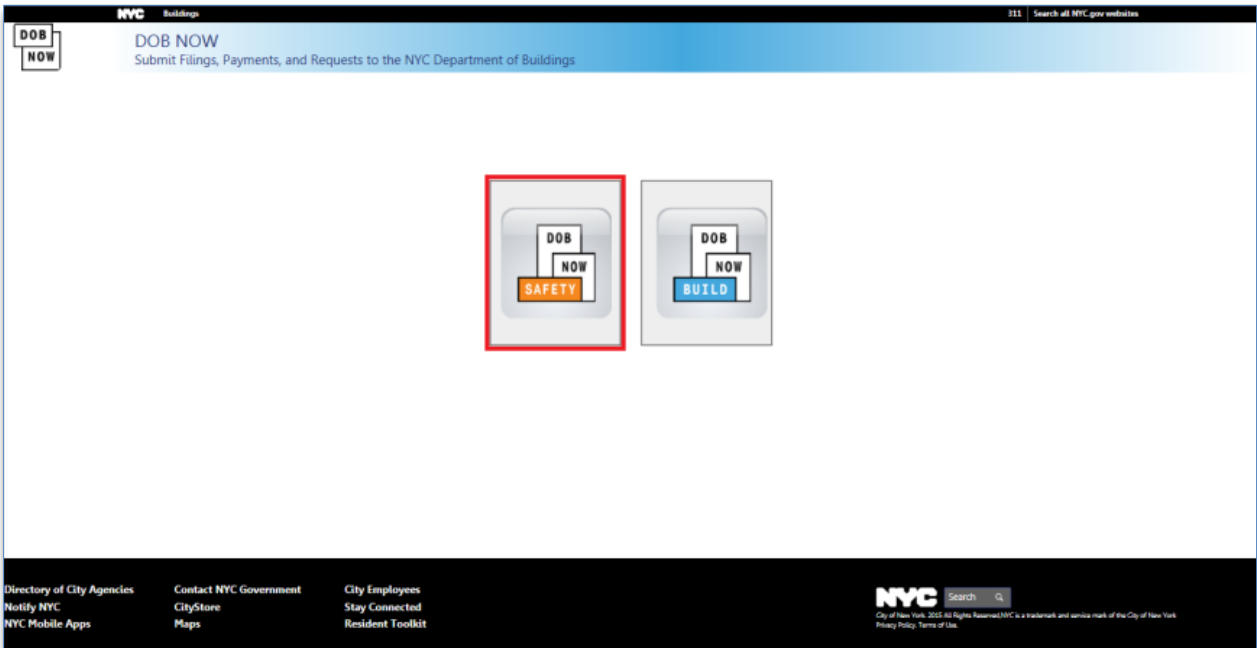
If your account has been flagged or deactivated by DOB, you will also see an error message and will not be able to log in.

2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address (doznosupport@buildings.nyc.gov) to contact for assistance.



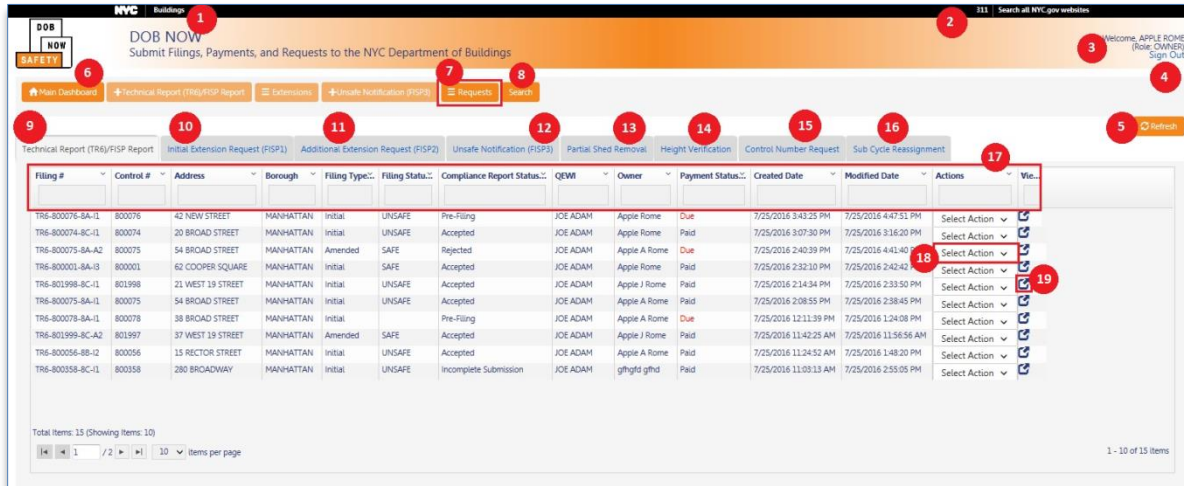
If you do not have a confirmed eFiling account, you will not be able to login to DOB NOW: Safety.

Once you have successfully logged in, navigate to DOB NOW: *Safety* by clicking on the DOB NOW: *Safety* icon.

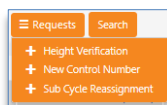


DOB NOW: *Safety* Façades Dashboard Orientation

After logging in, the system will display the Façades main dashboard. The numbers correspond to the list below that outlines the buttons and fields, and describes the actions that you can take.




1. **NYC.com Link:** Link to the NYC.gov homepage.
2. **311 Link:** Link to the 311 homepage.
3. **Logged User:** Identifies the User Name and System Role associated with the user account.
4. **Sign Out:** Sign out of the DOB NOW system.
5. **Refresh button:** Refreshes the data to display the most recent information.
6. **Main Dashboard Button:** Link to the Main Dashboard to select between DOB NOW: *Safety* and DOB NOW: *Build* systems.



7. **The Requests menu has three items:**
 - a. **Height Verification Menu Item:** Request to validate that a building is either above or below 6.5 stories.
 - b. **New Control Number Menu Item:** Request a new Control Number on a new building.
 - c. **Sub Cycle Reassignment Menu Item:** Request a sub-cycle reassignment.
8. **Search:** Search Façade property status and information.
9. **Technical Report (TR6)/FISP Report Tab:** Search and view the Owner's TR6 filings with the DOB.
10. **Initial Extension Request (FISP1) Tab:** Search and view the Owner's FISP1 filings with the DOB.
11. **Additional Extension Request (FISP2) Tab:** Search and view the Owner's FISP2 filings with the DOB, if any.
12. **Unsafe Notification (FISP3) Tab:** Search and view Unsafe Notifications (FISP3 filings) with the DOB.
13. **Partial Shed Removal Tab:** Search and view PSR Notification filings with the DOB.
14. **Height Verification Tab:** Search and view the associated Height Verification filings with the DOB.
15. **Control Number Requests tab:** Search and view existing requests by Control Number.

16. **Sub Cycle Reassignment Requests tab:** Search and view existing requests for building sub-cycle reassignments.
17. **List of grid columns:** Filing #, Control #, Address, Borough, Filing Type, Filing Status, Compliance Report Status, QEWI, Owner, Payment Status, Created Date, Modified, Actions and View.
Relevant data is displayed in each column for each type of filing/request. Each contain their own unique columns of information:
 - a. Sort data in ascending or descending order, and also remove the column by clicking on

the little arrow next to the column name ().


Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance St
TR6-800358-8C-19	800358	280 BROADWAY	MANHATT	Sort Ascending		Initial	SAFE	Pre-Filing
TR6-800005-8A-15	800005	117 BROAD STREET	MANHATT	Sort Descending		Initial	SWARMP	Pre-Filing
TR6-800005-8A-14	800005	117 BROAD STREET	MANHATT	Hide Column		Initial	SWARMP	Pre-Filing
TR6-800005-8A-13	800005	117 BROAD STREET	MANHATT		JOE ADAM	Initial	SWARMP	Pre-Filing

- b. You can search each column for specific information by entering that information in the blank field at the top of the column.

Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date
TR600007216	800017	80 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 7:4
TR600007212	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 1:2
TR600007211	800001	62 COOPER SQUARE	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 11
TR600000050	700358	280 BROADWAY	MANHATTAN	JOE ADAM	asfas dsfsa	Initial	SWARMP	Administrative Review	4/14/2016 4:5
TR600000028	700358	280 Broadway	MANHATTAN	JOE ADAM	Muhammad...	Initial	SWARMP	Administrative Review	4/11/2016 4:3

18. **Filing Action:** Select a filing action for the filing.
19. **View:** Directs you to the compliance filing.

Some items displayed below are disabled for the Owner:

- **+Technical Report (TR6)/FISP Report Button:** A new TR6 (Technical Report) filing.
- () **Extensions:** For FISP1 and FISP2 reports filed.
- **Unsafe Notification (FISP3) Button:** Any Design Professional or QEWI can file a FISP3 report if there an observed unsafe façade condition.
- **+Partial Shed Removal Button:** Filed by a QEWI for the removal of a scaffold that is affecting commerce, traffic flow and/or other potential hazard(s), and where work is currently not occurring.

Dashboard Columns


This section guides you through the actions that you can take from each tab on the grid. For example, the default *Technical Report (TR6)/FISP Report* grid has the following columns: *Filing#*, *Control#*, *Address*, *Borough*, *Filing Status*, *Compliance Status*, *Payment Status*, *Action* and *View*. Within each column, you can perform a compliance filing column search.

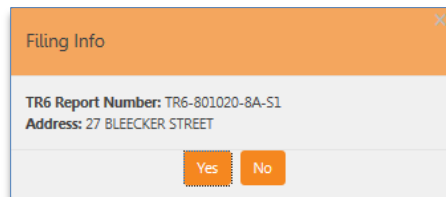
Technical Report (TR6)/FISP Report								Initial Extension Request (FISP1)	Additional Extension Request (FISP2)	Unsafe Notification (FISP3)	Partial Shed Removal	Height Verification	Control N
Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date				
TR600007216	800017	80 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 7:4				
TR600007212	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 1:2				
TR600007211	800001	62 COOPER SQUARE	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 11				
TR600000050	700358	280 BROADWAY	MANHATTAN	JOE ADAM	asfas dsfsa	Initial	SWARMP	Administrative Review	4/14/2016 4:5				
TR600000028	700358	280 Broadway	MANHATTAN	JOE ADAM	Muhammad...	Initial	SWARMP	Administrative Review	4/11/2016 4:3				

You can search for specific filings, sort columns, and choose which columns appear in the dashboard grid.

- **Column Sort:** Click the **dropdown button** (~) next to each column to sort the results by ascending or descending order.
- **Column Search:** Type a value in one or more fields to search for and display only those filings that contain the searched for value. For example, if you type **Initial** in the **Filing Type** column, only jobs with an Initial filing type will be displayed.

Each compliance filing listed within the grid can be viewed by either double-clicking the record (row), or

clicking the desired row under the *View* column (using the  icon). When clicked (or double-clicked anywhere within the row), a pop-up message is displayed showing the Filing (*TR6 Report*) Number and the address of the report that is about to open, with the option to proceed (Yes) or Cancel (No).



DOB NOW: Safety Application Features

This section of the manual describes the common features that are found in DOB NOW: Safety. These features will help you to navigate DOB NOW: Safety to display information related to your filings.

Ribbon

At the top of each form a ribbon displays the current filing status to the QEWI. When the TR6 has first been opened, the *Pre-Filing* status will be highlighted in orange on the form, until the application has been saved for the first time. Once the filing has been saved for the first time, additional statuses will be displayed as shown below.



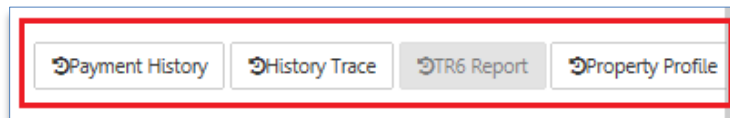
Required Fields

On all forms required fields are notated by a red asterisk (*). These fields must have data input by the QEWI in order to file with DOB. Optional non-required fields can have data input at the discretion of the QEWI.



Form and Property Detailed Information

On all façades compliance filing forms, the following buttons are displayed:



- [History Trace](#)
- [Property Profile](#)

On forms where payments are required, the following button will display:

- [Payment History](#)

On the TR6 form, once the TR6 has been filed, the following button will display:

- [TR6 Report](#)

The functionality for each of these buttons is described in detail in the following sections.

History Trace Button

When clicked, the following pop-up screen displays with the list of actions taken on the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Action	Person	Person Type	Comments	Created On
Submitted	JOE ADAM	External User		8/9/2016 12:29:52 PM
TR6 Filed Successfully: Sent for Administr...	QEWI	External User		8/9/2016 12:30:03 PM
Report sent for Plan Examiner Review. Pla...	Facades Administrative Revl...	DOB Employee	sdcdgdfg	8/9/2016 12:36:04 PM
Amended Report Accepted	Plan Examiner	DOB Employee	Test	8/9/2016 12:38:09 PM

Total Items: 4
1 / 1 items per page
1 - 4 of 4 items

Close

1. **Action:** The type of action taken.
2. **Person:** The person who performed the action.
3. **Person Type:** The person’s user role in the process.
4. **Comments:** Comments related to the action.
5. **Created On:** The date the action was performed.
6. **Close button:** When the Owner is finished viewing the History Trace, clicking the *Close* button will close the pop-up screen.

Property Profile Button

When clicked, the following pop-up screen displays the property profile detail related to the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Property Profile ✕

Action		Additional BINs for Building	
BIN	1008448	Borough	Manhattan
Buildings on Lot	0	City Owned	NO
Community Board	102	Condo	NO
CrossStreet1		CrossStreet1 Numbers	
CrossStreet2		CrossStreet2 Numbers	
CrossStreet3		CrossStreet3 Numbers	
CrossStreet4		CrossStreet4 Numbers	
DOB Building Remarks		DOB Special Place Name	
Environmental Restrictions	N/A	Grandfather's Sign	NO
Health Area	5700	House No	
Landmark Status	L - LANDMARK	Legal Adult Use	NO
Local Law	YES	Loft Flag	
Loft Law	NO	Property Profile GUID	
SRO Restricted	NO	Special Area1	
Special Area2		Special Area3	
Special Area4		Special District	N/A
Special District1		Special District2	
Special Status	N/A	Street Name	BLEECKER STREET
Street Numbers	27 - 31	TA Restricted	NO
Tax Block	529	Tax Lot	55
Transit Authority		UB Restricted	NO
Vacant	NO	Zip Code	10012

Close

Payment History Button

When clicked, the *Payment History* pop-up screen displays a list of all payments related to the filing. This information is read only.

Invoice Number	Merchant Amount	Convenience Fee A	Total Amount	Fee Type	Transaction Date
100005529	100	2.49	102.49	TR6 - Façade Filing F...	2016-08-09

Total Items: 1

1 / 1 | 20 items per page | 1 - 1 of 1 items

Close

1. Invoice Number
2. Merchant Amount
3. Convenience Fee Applied
4. Total Amount
5. Fee Type
6. Transaction Date
7. Close button – When the Owner is finished viewing the History Trace, clicking the Close button will close the pop-up screen.

TR6 Report Button

When clicked, a new window is opened, displaying a PDF version of the full TR6 Report, which can be saved.

Technical Report(TR6)

LOCATION DETAILS

House No. 410	Street Name GRAND STREET
Borough Manhattan	BIN 1083423
Block 341	Lot 58
Zip 10002	C B No 103

FILING INFORMATION

Filing type Amended	Report Cycle 8
Report Sub Cycle 8C	Last cycle Filing Date 07/26/2016
Initial Filing Date 07/27/2016	Initial unsafe Filing Date 07/27/2016

INSPECTION REPORT STATUS INFORMATION

Current Cycle: Last Inspection Date 2016-07-05T00:00:00.	Facades Status
Prior Filing Cycle	Prior Filing Sub Cycle
Prior Filing Status 3	Landmark Building
Landmark District	Number of stories
Exterior wall type	# Balconies

Calendar Dropdown

With each date field, clicking on the calendar icon displays a calendar pop-up screen.



When the calendar icon is clicked and a date is selected, the date will populate in the date field in the proper format (*mm/dd/yyyy*). This applies to date fields throughout *DOB NOW: Safety*. Only those dates that are applicable to the field will be available for selection.

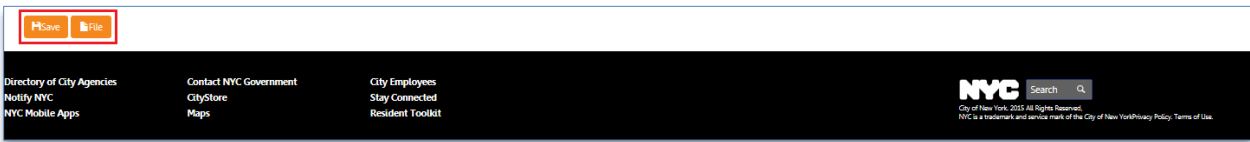
Last cycle Filing Date	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> < July 2016 > </div> <table border="1" style="width: 100%; text-align: center; font-size: 8px;"> <thead> <tr> <th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th> </tr> </thead> <tbody> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>01</td><td>02</td></tr> <tr><td>27</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td></tr> <tr><td>28</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>29</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>30</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td></tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Today Clear Close </div> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	26	27	28	29	30	01	02	27	04	05	06	07	08	09	28	11	12	13	14	15	16	29	18	19	20	21	22	23	30	25	26	27	28	29	30	31	01	02	03	04	05	06
Mon	Tue	Wed	Thu	Fri	Sat	Sun																																												
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28	11	12	13	14	15	16																																												
29	18	19	20	21	22	23																																												
30	25	26	27	28	29	30																																												
31	01	02	03	04	05	06																																												
Current Cycle Filing Status*																																																		
Prior Filing Sub Cycle																																																		
Landmark District*																																																		

Saving and Filing

With all data entry forms, the Owner can review the forms before saving the electronic signature. When the Owner saves the electronic signature, the QEWI can complete the filing. Since a QEWI is responsible for the submitting the filing, the *File* button is grayed out for the Owner.

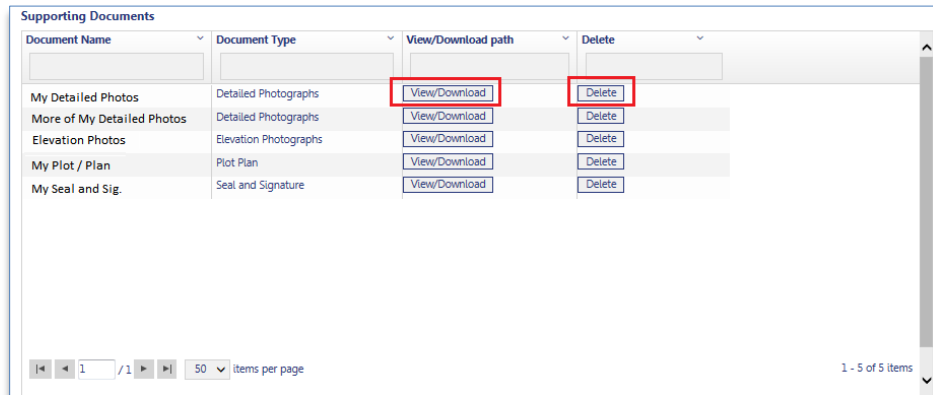


The *Save* and *File* buttons can also be found on the bottom of all forms.



Supporting Documents

After the QEWI has uploaded at least one document per *Document Type*, the Owner can view the list of all uploaded documents and *View/Download* each. The *Delete* option is disabled for forms for documents that were uploaded by the QEWI.



Making Payments

In the *Application Highlights* there is a *Fee* section where the *Filing Fee* and *Amount Due* are displayed. When the QEWI is ready to make a payment, clicking the **Pay Now** button begins the payment transaction process.

Application Highlights	
Location :	59 JOHN STREET Manhattan 10038
Compliance Filing Number :	TR600039281
Control # :	800222
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	2018-02-21
FISP3 Filed :	No
Redirect to FISP3 Report	
Fee	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
Pay Now	

After clicking the **Pay Now** button, the *Payment Confirmation* pop-up screen will be displayed. Clicking the **Confirm** button opens the Payment window. To close the window and return to the filing form, click the **Cancel** button.

Please note that you must remove your pop-up blocker in order to proceed with making a payment.

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing.

- Control Number : **800013**

Are you sure you want to make a payment now for \$265.00 ?

Application Highlights	
Location :	90 BROAD STREET Manhattan 10004
Compliance Filing Number :	TR6-800013-88-14
Control # :	800013
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	UNSAFE
Initial Filing Date :	
Initial Unsafe Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	No
Redirect to FISP3 Report	
Fee	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
Please Wait... Please do not click Back or Forward buttons while payment is in progress!	

Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: **Credit or Debit Card** or **E-Check**.
2. **Card /Bank Account Information:** Enter your card or bank account information in this section.
3. **Billing Information:** Billing information associated with the credit card or bank account.

Note: If there is no activity on the payment screen for more than 10 minutes, the payment session will expire. You'll see the message shown below and you'll be required to re-start the payment process by clicking on **Pay Now** again.

Paying with a Credit or Debit Card

If paying with a credit or debit card, you'll need to enter the applicable card information.

The screenshot shows a payment form with a dropdown menu for "Payment Method" set to "Credit or Debit Card". Below this is a section titled "Card Information" containing fields for "Card Number", "Expiration Date" (with "Month" and "Year" dropdowns), and "Card Identification Code". At the bottom of the form are logos for American Express, Discover Network, MasterCard, and VISA.

Paying with an E-Check

If paying with an E-Check, you'll need to enter the applicable account information.

The screenshot shows a payment form with a dropdown menu for "Payment Method" set to "E-Check". Below this is a section titled "Bank Account Information" containing fields for "Type of Check" (set to "E-Check Personal"), "Routing Number", "Account Number", and "Re-enter Account Number". The echeck logo is visible at the bottom left of the form.

After entering all the information, click **Continue**.

This will bring you to a Terms and Conditions page. Check the box to agree to the terms and conditions and click **Continue** to review payment details.

The screenshot shows the "Terms and Conditions" page for NYC Buildings. It includes the NYC Buildings logo and a paragraph of terms. A checkbox labeled "I agree." is highlighted with a red box. Below the terms are three buttons: "Go Back/Edit", "Cancel", and "Continue", with the "Continue" button also highlighted with a red box. At the bottom, there are links for "Privacy Policy", "Terms of Use", "Terms and Conditions", "FAQs", and "Contact Us", along with a "Browser Support" link and a "Get Adobe Reader" icon.

The next page will show a payment summary page. If you need to change any information, click on **Go Back/Edit**. If everything is correct, click on **Process Payment**. Your payment will not be processed until you click on **Process Payment**.

NYC Buildings

Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Item Type : Facades Payment
Item Description : Facades Fee Payment - TR800039281

Line Item Type	Line Item ID	Total Amount Due
Renewal undefined undefined	TR800039281	\$285.00
		Payment Amount: \$285.00
		Convenience Fee: \$6.60
		Total Payment Amount: \$271.60

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. This fee is nonrefundable.

Card Information

Card Number *****1111
Expiration Date 2/21

Billing Information

Name Bob
Country US
Address 123 Main
City New York
State NY
Zip 10015
Phone 2125551212
Email asdc@sdfvsv.adsc

Once the payment is successfully processed, you will be redirected to a receipt page.

Receipt for Facades Filing Number : TR6-800021-8A-S2

Premises: 18 WEST STREET, MANHATTAN
BIN : 1087243 Block: 15 Lot : 7502 Control # : 800021

Receipt Details

Date Issued : 8/16/2016 3:49:49 PM Invoice Number : 100005596 Amount Paid : \$102.49

The transaction receipt will also be emailed to the email address you entered on the payment entry screen.



DOB NOW: *Safety* will also update, in the *Fee* section, the *Amount Due* as \$0.00, and the full paid amount in *Amount Paid*. In addition, the *Pay Now* button will be grayed out. The Owner has the option to view the [Payment History](#).



Bounced/No Good Check

Once a bounced check or a “no good check” was submitted the job filing will be placed on hold and \$20 fee will be added to the original fee. A \$20 fee will be added for each bounced or “no good check” that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

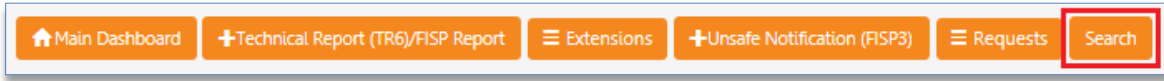
Locating Your Filings

The Owner can locate all compliance filings by clicking on any tab on the grid. As shown below, the default grid is for the *Technical Report (TR6)/FISP Report*.

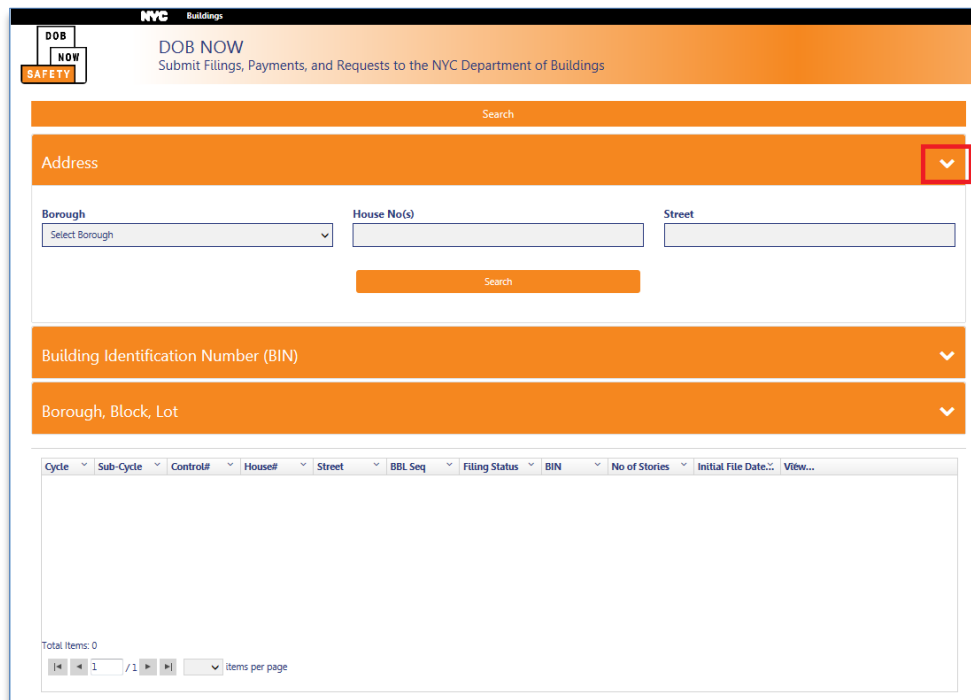
Technical Report (TR6)/FISP Report Initial Extension Request (FISP1) Additional Extension Request (FISP2) Unsafe Notification (FISP3) Partial Shed Removal Height Verification Control Number Request Sub Cycle Reassignment														
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEVI	Owner	Payment Status	Created Date	Modified Date	Actions	View	
TR6-800049-8C-I1	800049	200 RECTOR PLACE	MANHATTAN	Initial	UNSAFE	Pre-Filing		JOE ADAM	Paid	8/10/2016	8/10/2016	Select Action		
TR6-801020-8A-A3	801020	27 BLEECKER STREET	MANHATTAN	Amended	SAFE	Pre-Filing		JOE ADAM	test ghgh test	Due	8/10/2016	8/10/2016	Select Action	
TR6-814444-8A-S2	814444	330 EAST 119 STREET	MANHATTAN	Subsequent		Pre-Filing		JOE ADAM	Apple J Rome	Due	8/10/2016	8/10/2016	Select Action	
TR6-801020-8A-S1	801020	27 BLEECKER STREET	MANHATTAN	Subsequent	SWARMP	Pre-Filing		JOE ADAM	test ghgh test	Due	8/10/2016	8/10/2016	Select Action	

Address Search

An Owner has the option to search for a property’s Façade filings. On the Dashboard, the Owner shall click on the **+Search** button.



The Address Search page will load. To the right of each section is a down arrow. When clicked, it will display the search type selected.



The Owner has the option to search a property by its:

- Borough, House Number and Street
- Building Identification Number (BIN)
- Borough, Block and Lot

After the selection information is entered and Search is clicked, the grid below each search type will display the property address match results.

By Borough, House Number and Street:

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

Search

Address

Borough: Manhattan
House No(s): 90
Street: Broad

Search

Building Identification Number (BIN)

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date...	View...
8	8B	800323	90	WEST BROAD...	1	NRF	1001499	14		
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700323	90	WEST BROAD...	1	SAFE	1001499	14	2012-06-04	
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600323	90	WEST BROAD...	1	SAFE	1001499	14	2007-02-21	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 6
1 - 6 of 6 items

By BIN:

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

Search

Address

Building Identification Number (BIN)

Building Identification Number (BIN): 1000025

Search

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date...	View...
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 3
1 - 3 of 3 items

By Borough, Block and Lot:

The screenshot shows the DOB NOW search interface. At the top, there are search filters: Address, Building Identification Number (BIN), and Borough, Block, Lot. The Borough is set to Manhattan, Block to 10, and Lot to 36. Below the filters is a table with the following columns: Cycle, Sub-Cycle, Control#, House#, Street, BBL Seq, Filing Status, BIN, No of Stories, Initial File Date, and View. The table contains three rows of data.

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date	View
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

The grid can be viewed by either double-clicking the record (row), or clicking the desired row under the View column (using the icon). When clicked (or double-clicked anywhere within the row), the selected row shall populate the subsequent results sections.

Grid columns in the search results include:

The screenshot shows the DOB NOW search interface with filters for Borough, House No(s), and Street. The Borough is set to Manhattan, House No(s) to 90, and Street to Broad. Below the filters is a table with the following columns: Cycle, Sub-Cycle, Control#, House#, Street, BBL Seq, Filing Status, BIN, No of Stories, Initial File Date, and View. The table contains six rows of data. Red circles with numbers 1 through 11 highlight specific elements in the table.

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date	View
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26		
6	NA	600323	90	BROAD STREET	1	Safe	1000025	26		
6	NA	600323	90	WEST BROAD...	1	Safe	1001499	14		
7	7B	700323	90	WEST BROAD...	1	Safe	1001499	14		
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26	2015-06-21	
8	8B	800323	90	WEST BROAD...	1	UNSAFE	1001499	14	2015-07-07	

1. Cycle
2. Sub-Cycle (cycle 6 and prior do not have sub-cycle assignments)
3. Control#
4. House#
5. Street
6. BBL Seq
7. Filing Status
8. BIN
9. No. of Stories
10. Initial Filing Date
11. View (click on view or double-click to populate subsequent results sections)

Search Results (sample) of a cycle 8 (sub-cycle B or 8B) property:

Search Details			
Control Number Information			
Control Number	600013	Premises	
Current Status		Effective Filing Date	
C.B. NO.	101	Sub Cycle	NA
Cycle	6	Bbl Seq No	
Filing Status		Number Of Stories	
Primary Address			
BIN	100025	Lot	16
Street Name	BROAD STREET	Zip Code	10004
Block	10	House Number	
Borough			
Filing Information			
Late Filing	No	Failure to File	No
Failure to Collect	No	Late Filing Fee Paid	false
Failure to File Fee Paid	false	Failure to Collect Fee Paid	false
Prev. Cycle Total Civil Penalties			
Last Cycle Total Late Filing Amount(\$)		Last Cycle Total Failure to File Amount(\$)	
Last Cycle Failure to Correct Amount(\$)			
Current Cycle Civil Penalties			
Late Filing Amount(\$)		Failure to File Amount(\$)	
Current Cycle Failure to Correct Amount (\$)			
Next Filing Deadline Details			
Filing Deadline (Actual)		Filing Deadline (with Buffer)	
Last Submission Type			

In addition to Façade status and property information, a list of previous filings is provided.

Related Technical Reports (TR6)						
Name	Filing Status	Filing Type	Owner Information	QEM	Exterior Wall Type	View
TR600026227	SAFE	Subsequent	CARACIOLO JOE	STEPHEN CO...	BRICK MASONRY, STONE	
TR600009976	SWAMP	Initial	CARACIOLO JOE	STEPHEN CO...	BRICK MASONRY, STONE	

Total Items: 2
1 - 2 of 2 items

When clicking (or double-clicking anywhere within) the desired row under the *View* column (using the icon) of the *Related Technical Reports (TR6)*, the selected TR6 filing shall open for view.

TR6 - Technical Report (TR6)/FISP Report

After the QEWI completes the necessary data entry, saves the filing, the Owner will be able to review the entire filing. All information will be populated as read-only for the Owner, except for the electronic signature and payment sections detailed below.

Dashboard Grid Filing Actions

Each TR6 compliance filing listed within the grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon).

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-838564-8A-I2	858564	356 WEST 56 STREET	MANHATTAN	Initial	SAFE	Pre-Filing	JOE ADAM	Manhattan M...	Due	8/11/2016	8/11/2016	Select Action
TR6-801020-8A-A3	801020	27 BLEECKER STREET	MANHATTAN	Amended	SAFE	On Hold - No Good Check	JOE ADAM	test ghgh test	Paid	8/10/2016	8/11/2016	Select Action
TR6-814444-8A-S2	814444	330 EAST 119 STREET	MANHATTAN	Subsequent		Pre-Filing	JOE ADAM	Apple J Rome	Due	8/10/2016	8/10/2016	Select Action

Compliance Filing Records - View

When a record is selected, a pop-up screen will display showing the compliance filing number for the selected record, with the option to proceed (Yes) or Cancel (No).

Filing Info

TR6 Report Number: TR6-801020-8A-A3
Address: 27 BLEECKER STREET

Click **Yes** to open the TR6 form.

The TR6, FISP and Supporting Documents forms will display all the information entered by the QEWI for an initial façade filing.

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

Pre-Filing | Administrative Review | Plan Examiner Review | Accepted/Rejected

Save | File | **Filing # TR6-800076-8A-I1**

TR6
FISP Report
Supporting Documents

Report Form Orientation Technical Report (TR6)/FISP

The screenshot displays the NYC Buildings website interface for filing a TR6 report. The top navigation ribbon (1) shows the filing progression: On Hold - No Good Check, Pre-Filing, Administrative Review, Plan Examiner Review, and Accepted/Rejected. A 'Dashboard' button (3) is located in the top right. Below the ribbon, a 'Save and File' button (2) and the current filing number 'Filing # TR6-858564-8A-12' are visible. A 'Payment History' button (4) is also present. The main form area (8) is divided into several sections: 1. Address Search (Control Number: 858564), 2. Location (House No(s): 356, Borough: Manhattan, BIN: 1025444, Zip Code: 10019, Street Name: WEST 56 STREET, Block: 1046, Lot: 61, C.B. No.: 104), 3. Filing Information (Filing Type: Initial, Report Cycle: 8, Report Sub Cycle: 8A, Last Filing Date: 08/15/2016), and 4. Inspection Report Status Information (Current Cycle: Last QEW Inspection Date: 06/28/2016, Current Cycle Filing Status: SAFE, Prior Filing Cycle: 7, Prior Filing Sub Cycle: 7A, Prior Filing Status: SWARMP). On the right side, the 'Application Highlights' section (5) provides key details: Location: 356 WEST 56 STREET, Manhattan 10019; Compliance Filing Number: TR6-858564-8A-12; Control Number: 858564; Report Status: Pre-Filing; Current Cycle: 8A; Current Filing Type: Initial; Current Filing Status: SAFE; Initial Filing Date: 02/21/2017; Filing Deadline: 02/21/2017; FISP3 Filed: No; Redirect to FISP3 Report. The 'Fee' section (6) shows: Filing Fee: \$265.00; Amount Due: \$265.00; Amount Paid: \$0.00; Late Filing Fee: Failure to File Fee: Failure to Correct Fee: A 'Pay Now' button is located at the bottom of the fee section.

1. The *ribbon* displaying filing progression status.
2. The [Save and File](#) buttons and the current Filing Number.
3. The *Dashboard* button will take the Owner back to the default Dashboard.
4. *Filing and Payment History*, a *History Trace* for all significant actions taken on a filing and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. The *Fee* section represents the current fee(s) associated to the property on which the filing is intended.
7. Form progression; The TR6 Report is broken down into three forms which are all required to file a TR6, in order left to right; **TR6 → FISP Report → Supporting Documents**.
8. The completed compliance filing form.

Section 1. Address Search

The Owner can view the **Address** and **Control Number** by selecting the desired button. The default selection is Control Number.

This screenshot shows the '1. Address Search' section of the application. The 'Search by:' field has two radio buttons: 'Control Number' (which is selected and highlighted with a red box) and 'Address'. Below this, the 'Control Number*' field contains the value '800021'. A 'Search' button is located at the bottom right of the form.

This screenshot shows the '1. Address Search' section of the application. The 'Search by:' field has two radio buttons: 'Control Number' and 'Address' (which is selected and highlighted with a red box). Below this, there are three input fields: 'House No(s)' with the value '356', 'Borough' with a dropdown menu showing 'Manhattan', and 'Street Name' with the value 'WEST 56 STREET'. A 'Search' button is located at the bottom right of the form.

Section 2. Location

The location information provides the Owner with full details regarding the property. Details include: House No(s), Street Name, Borough, Block, BIN, Lot, Zip Code, and C.B. No.

This screenshot shows the '2. Location' section of the application. It contains several input fields arranged in two columns. The left column includes: 'House No(s)*' (27), 'Borough*' (Manhattan), 'BIN*' (1008448), and 'Zip Code*' (10003). The right column includes: 'Street Name*' (BLEECKER STREET), 'Block*' (529), 'Lot*' (55), and 'C.B. No.*' (102).

Section 3. Filing Information

In Section 3., the Owner can view Filing Information, which includes the following fields:

This screenshot shows the '3. Filing Information' section of the application. It contains four input fields: 'Filing Type*' (Initial), 'Report Cycle' (8), 'Report Sub Cycle' (8A), and 'Last Filing Date' (08/15/2016). A calendar icon is visible next to the 'Last Filing Date' field.

- Filing Type
- Report Cycle
- Report Sub Cycle
- Last Filing Date

Section 4. Inspection Report Status Information

In Section 4., the Owner can view the Inspection Report Status Information, which includes the following fields:

4. Inspection Report Status Information			
Current Cycle: Last QEWI Inspection Date*	<input type="text" value="07/26/2016"/>	Current Cycle Filing Status*	<input type="text" value="SAFE"/>
Prior Filing Cycle	<input type="text" value="7"/>	Prior Filing Sub Cycle	<input type="text" value="7A"/>
Prior Filing Status	<input type="text" value="SAFE"/>		

- Current Cycle: Last QEWI Inspection Date
- Current Cycle Filing Status
- SWARMP Recommended Date
- Prior Filing Cycle
- Prior Filing Sub Cycle
- Prior Filing Status

Section 5. Building Description

In Section 5., the Owner can view the Building Description, which includes the following fields:

5. Building Description			
Landmark Building	<input type="text"/>	Landmark District*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of Stories*	<input type="text" value="007"/>	Exterior Wall Type*	<input type="text" value="Test Wall Type"/>
Number of Balconies*	<input type="text" value="10"/>	Wall(s) Subject to Inspection*	<input type="text" value="All"/>

- Landmark Building
- Landmark District
- Number of Stories
- Exterior Wall Type
- Number of Balconies
- Wall(s) Subject to Inspection

Section 6. Applicant's Information - TR6 – Form

The Owner can view the QEWI details below:

6. Applicant's Information			
Email*	AJOETEST2@GMAIL.COM	License Type*	Professional Engineer
NYS Lic. #*	515151	Last Name*	JOE2
First Name*	ADAM	MI	
Business Name	4985651	Business Telephone	2012223333
Business Address	AJ2	Business Fax	
City	NYC	State	NY
Zip Code	10000	Mobile Phone	

In Section 6a, the Owner can view the Applicant's Statement, electronic signature, and review the legal content.

6a. Applicant's Statement*	
<p>I hereby state that the Owner/ Owner's Representative has authorized me to submit this report. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. A copy of this report has been given to the owner.</p> <p>§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.</p> <p><input checked="" type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.*</p>	
Name	JOE ADAM Electronically Signed
Date	08/16/2016

Section 7. Owner Information

The Owner Information displayed below is prepopulated based on the Owner's eFiling profile. If there are any inconsistencies or updates that need to be made, the Owner must update their eFiling profile.

7. Owner Information			
E-Mail*	applerome16@gmail.com	Last Name*	Edla
First Name*	Rahulee	MI	
Telephone*	2128084000	Address*	C/O MOINIAN GRP LLC 3 COLUMBUS CIRCL
City*	NEW YORK	State*	HI
Zip Code*	54789	Business Name*	BATTERY COMMERCIAL ASSOC LLC
Business Fax	58574512365	Business Phone*	58574512365
Mobile*	58574512365		

Section 8. Owner Representative Information

If the Owner wants to add an Owner Representative to the filing, the QEWI and/or Owner may populate this section. The email address entered for the Owner Representative must be registered in eFiling.

8. Owner Representative			
Email	<input type="text" value="Please enter minimum 5 characters"/>	Relationship to owner	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>		

Section 9. Owner's Statement

The Owner is responsible for reviewing the legal statements and providing their electronic signature. Click the box in the Owner's Statement to provide this electronic signature. Once checked, the Owner's name and date will populate.

9. Owner's Statement*		
<p>(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.</p> <p>(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302-1, if applicable.</p> <p>§28-211-1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.</p>		
<input checked="" type="checkbox"/>	<p>I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.*</p>	
Name	<input type="text" value="dsfsf dsfsf dsfsf"/> Electronically Signed	Date
		<input type="text" value="08/16/2016"/>

FISP Report – TR6 Form

The FISP report provides the following information: description, scope, findings, conclusions and recommendations. The Owner can view the below detailed information.

The screenshot shows the 'Filing # TR6-813333-8B-11' interface. It features a navigation bar with 'Pre-Filing', 'Administrative Review', 'Plan Examiner Review', and 'Accepted/Rejected'. The main content is divided into three sections: 'TR6', 'FISP Report', and 'Supporting Documents'. The 'FISP Report' section (callout 1) includes a heading table with fields for QEWI First Name (JOE), QEWI Last Name (ADAM), QEWI Address (JA LLC), Block (1600), Lot (26), and Cycle (8). Below this is an 'Executive Summary' with a 'General Description' text area containing the text 'This façade needs'. The 'Application Highlights' sidebar (callout 2) lists details such as Location (15 WEST 116 STREET), Compliance Filing Number (TR6-813333-8B-11), Control Number (813333), Report Status (Pre-Filing), Current Cycle (8B), Current Filing Type (Initial), Current Filing Status (SAFE), Initial Filing Date, Filing Deadline (02/21/2018), and FISP3 Filed (No). The 'Fee' sidebar (callout 3) shows Filing Fee (\$265.00), Amount Due (\$265.00), Amount Paid, Late Filing Fee, Failure to File Fee, and Failure to Correct Fee, with a 'Pay Now' button.

1. The FISP Report
2. Application Highlights
3. Fee

Section 1. Heading - FISP Report

Section 1 displays key fields provided on the TR6.

TR6	FISP Report		Supporting Documents
1. Heading			
QEWI First Name*	JOE	QEWI Last Name*	ADAM
QEWI Address*	JA LLC	Block*	15
Lot*	7502	Cycle	8
BIN	1087243		

Section 2. Executive Summary - FISP Report - TR6 – Form

Section 2 displays the detailed information of the building’s exterior walls’ condition that was entered by the QEWI. Fields include:

- General Description
- Scope of Inspection
- Summary of Findings
- Conclusions and Recommendations

2. Executive Summary

General Description*

B I U ☰ ☷ ↺ ↻ Words: 1 Characters: 10

This is my filing info

You can not input more than 6000 characters (including white spaces)

Scope of Inspection*

B I U ☰ ☷ ↺ ↻ Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

Summary of Findings*

B I U ☰ ☷ ↺ ↻ Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

Conclusions and Recommendations*

B I U ☰ ☷ ↺ ↻ Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

Section A. Building Information

The Owner should review and confirm the prepopulated fields from the TR6 Form.

A. Building Information		
Address	90 BROAD STREET	AKA Address
Block	10	Lot 16
BIN	1000025	Landmark Building
Landmark District	No	Cross Streets

Section B. Owner Information

The Owner should review and confirm the Owner Type entered by the QEWI on the TR6 form.

B. Owner Information

Owner Type* Owner

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

Select Owner Type:

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

Section C. Building Description

The Building Description detail provides additional details on the building. These fields include:

C. Building Description

Height	<input type="text" value="23"/>	Stories	<input type="text" value="31"/>
Lot & Building Dimensions*	<input type="text" value="23"/>	Cert of Occupancy*	<input type="text" value="No"/>
Building Use*	<input type="text" value="Crad"/>	Approx. Year Built*	<input type="text" value="1998"/>
Exterior wall type*	<input type="text" value="BRICK MASONRY, STONE ON STEEL FRAME"/>		

- Lot and Building Dimensions (*ex. 121.33 x 131.75*)
- Building Use (*ex. Mixed, Commercial, Residential*)
- Exterior Wall Type (*ex. STONE, BRICK, MASONRY*)
- Certificate of Occupancy
- Approximate Year Built

Section D. A Detailed Description of any Settlements, Repairs, or Revisions to Exterior Enclosures Since the Previous Report

The Owner should review and confirm the detail entered by the QEWI for any settlements, repairs or revisions to exterior enclosures which occurred since the previously filed report.

D. A detailed description of any settlements, repairs, or revisions to exterior enclosures since the previous report*

B I U Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

You can not input more than 6000 characters (including white spaces)

Section E. Procedures Used in Making the Critical Examination

The Owner should review and confirm the procedures used in making the critical examination.

E. Procedures Used in Making the Critical Examination*

B I U [bulleted list] [numbered list] C ↺ Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

You can not input more than 6000 characters (including white spaces)

Section F. Rigger Information - FISP Report - TR6 – Form

The Owner should review and confirm the following Rigger information detail provided by the QEWI.

F. Rigger Information

QEWI First Name	<input type="text" value="JOE"/>	QEWI Last Name	<input type="text" value="ADAM"/>
Number of person(s) who conducted inspection and his/her relation to QEWI	<input type="text" value="Select No. of Persons"/>		
Rigger/Operator Info	<input type="checkbox"/>		
First Name*	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>	Business Name	<input type="text"/>
Business Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip Code	<input type="text"/>
Business Phone	<input type="text"/>	Business Fax	<input type="text"/>
Mobile phone	<input type="text"/>	Email	<input type="text"/>
Rigger License #*	<input type="text"/>		

Location(s) of close-up inspection & Plot Details*

B I U [bulleted list] [numbered list] C ↺ Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

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The *Location(s) of close-up inspection & Plot Details* is displayed below the *Rigger Operator* section (above).

The Owner should review and confirm the selected *Dates of Inspection* and additional information the QEWI provided at the time of submission. Each Inspection date will be listed in the grid below. The Delete button is unavailable to the Owner.

Dates of inspection(s)*

(Select date and click Add. You may add up to 10 inspection dates.)

Comments Add

Date	Comments	Delete
08/01/2016		Delete
08/01/2016	qwewqewq	Delete
08/05/2016	ewqewq	Delete
07/11/2016		Delete

Total Items: 4

For the following sections, the Owner should read and understand the required repairs and maintenance details provided by the QEWI.

Section G. Description, Location(s) and Classification of Conditions Observed

G. Description, location(s) and Classification of Conditions Observed*

B I U Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

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Section Ga. Appurtenances

Ga. Appurtenances*

B I U Words: 40 Characters: 300

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Section Gb. Balcony, Guardrail, Handrail and Parapet Statement

Gb. Balcony, guardrail, handrail and parapet statement*

B I U Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

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Section H. Causes of Conditions Observed 13. Status Report of Exterior Maintenance

H. Causes of Conditions Observed*

B I U Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

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Section I. Status Report of Exterior Maintenance

I. Status Report of Exterior Maintenance*

B I U Words: 40 Characters: 300

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Section Ja. Comparison Chart of Conditions Reported for Current and Previous Cycle

Ja. Comparison Chart of Conditions Reported for current and previous cycle*

Prior Filing Cycle Current Filing Cycle

Prior Filing Status Current Filing Status

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

Section Jb. Work permit numbers, status & sign off dates

Jb. Work permit numbers, status & sign off dates*

B I U Words: 40 Characters: 300

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Section Jc. ECB Violation Numbers and the Status of the Repairs of the Conditions Cited in the ECB Violations

Jc. ECB Violation numbers and the status of the repairs of the conditions cited in the ECB violations*

B I U C ↺ Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

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Section K. Recommendations for Repairs or Maintenance

K. Recommendations for Repairs or Maintenance*

B I U C ↺ Words: 40 Characters: 300

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Section L. Required Work Permits

L. Required Work Permits*

B I U C ↺ Words: 40 Characters: 300

QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing. QEWI's detailed entry for this compliance filing.

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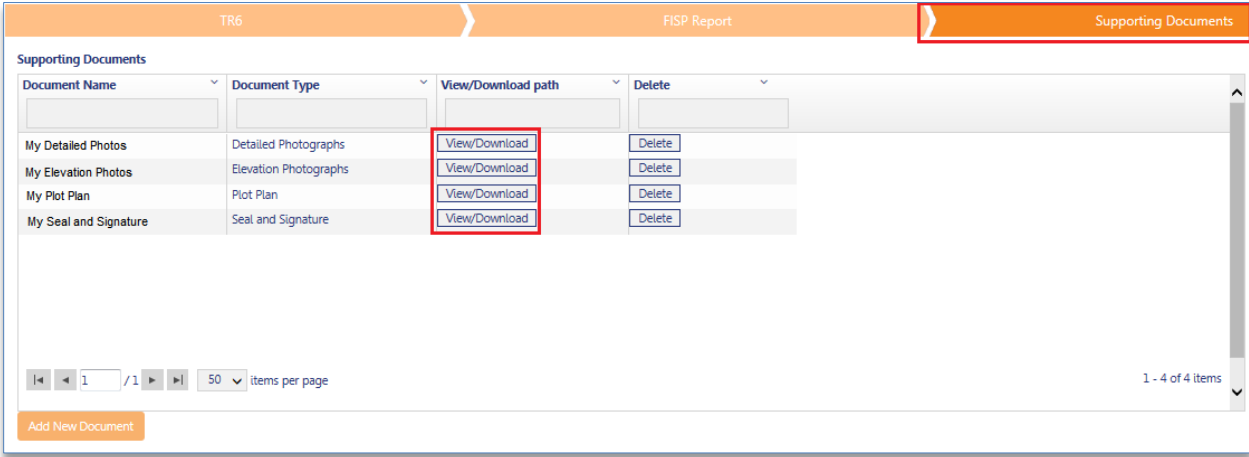
Section M. Current Report Classification

M. Current Report Classification

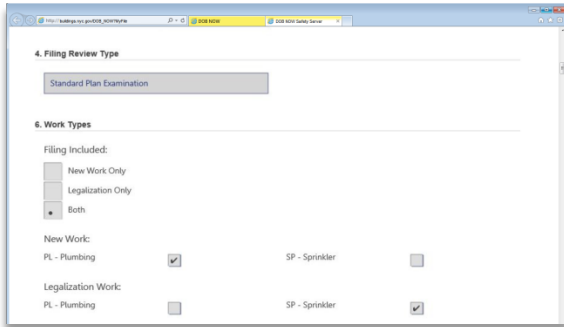
SWAMP

Supporting Documents

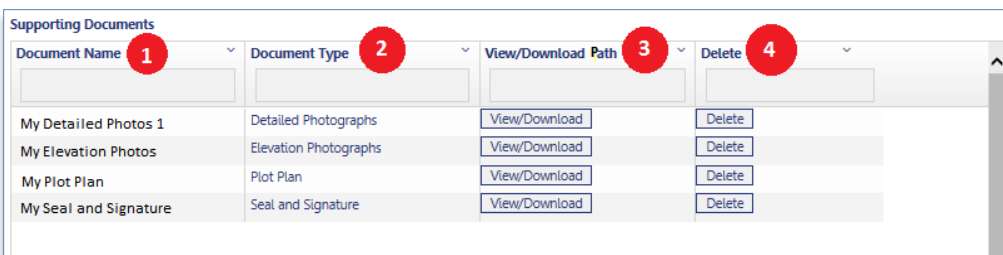
The Owner should review and confirm the supporting documentation the QEWI provided by selecting the Supporting Documents form and clicking the *View/Download* button. The Owner is unable to click the delete icon.



When the *View/Download* button is clicked, the document opens in the browser.



Columns in the Supporting Documents form include:



1. Document Name
2. Document Type
3. View/Download
4. Delete.

Owner Signature

In order for the QEWI to proceed with submitting the filing, the Owner must review the filing and electronically sign the form.

On the TR6 form, the Owner will go to Section 9. *Owner’s Statement* to review the legal content and check the checkbox to provide the Owner’s electronic signature. When finished, the Owner will [Save the filing](#).

9. Owner’s Statement*

(A) hereby state that I am the owner/owner’s representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle’s report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.*

Name Date

Electronically Signed

TR6 Fees and Payments

The Owner can review all fees in the *Fee* section under *Application Highlights*.

Application Highlights

Location : 90 BROAD STREET
Manhattan 10004

Compliance Filing Number : TR6-800013-88-11

Control Number : 800013

Report Status : Pre-Filing

Current Cycle : 88

Current Filing Type : Initial

Current Filing Status : SWARMP

Initial Filing Date :

Filing Deadline : 02/21/2018

FISP3 Filed : Yes

Redirect to FISP3 Report FISP3 Report

Fee

Filing Fee : \$265.00

Amount Due : \$265.00

Amount Paid :

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

[Pay Now](#)

If there are any outstanding fees, the Owner can click on the *Pay Now* button and [make a payment](#). The Owner may also review all payments made in the payment history. Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be disabled.

Fee

Filing Fee : \$100.00

Amount Due : \$0.00

Amount Paid : \$100.00

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :


[Pay Now](#)

TR6 Amended Filing

Once a TR6 has been accepted as UNSAFE, and the QEWI has created an Amended report, the Owner must electronically sign the Amended Report.

Below each column header, the Owner [can search the grid](#) for specific items. For example, under the *Filing Type* column the Owner can search for Amended, and under the *Compliance Report Status* column, the Owner can search for Pre-Filing. The results will only display those entries searched for.

On the default *Technical Report (TR6)/FISP Report* tab of the Dashboard, the Owner will find the Amended Report by viewing “Amended” in the *Filing Type* column and viewing the Compliance Report Status column for Pre-Filing, and in the Filing # column, the TR6 number will end with “-A1”. The letter “A” for Amended, and the number is a sequence number starting with 1.

The Owner may double click on the Amended filing row, or click the View () icon to open the form, which will then display a pop-up window with the TR6 Report Number and address.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800021-BA-S3	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing	JOE ADAM	GF8GF8N hgi...	Due	8/15/2016	8/15/2016	Select Action
TR6-800021-BA-S2	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing	JOE ADAM	GF8GF8N hgi...	Due	8/15/2016	8/15/2016	Select Action
TR6-800021-BA-S1	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Accepted	JOE ADAM	GF8GF8N hgi...	Paid	8/15/2016	8/15/2016	Select Action
TR6-800021-BA-I1	800021	18 WEST STREET	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	GF8GF8N hgi...	Paid	8/15/2016	8/15/2016	Select Action
TR6-800143-88-I2	800143	120 BROADWAY	MANHATTAN	Initial	SAFE	Pre-Filing	ADAM JOE2		Due	8/12/2016	8/12/2016	Select Action
TR6-800143-88-I1	800143	120 BROADWAY	MANHATTAN	Initial	SWAMP	Pre-Filing	JOE ADAM	Haritha Mung...	Due	8/12/2016	8/12/2016	Select Action
TR6-801455-88-I1	801455	445 WEST 19 STREET	MANHATTAN	Initial	SAFE	Plan Examiner Review	ADAM JOE2	Apple J Rome	Paid	8/12/2016	8/12/2016	Select Action
TR6-801641-88-I1	801641	328 7TH AVENUE	MANHATTAN	Initial	SAFE	Pre-Filing	JOE ADAM	Apple J Rome	Due	8/12/2016	8/12/2016	Select Action
TR6-888564-BA-I2	888564	356 WEST 56 STREET	MANHATTAN	Initial	SAFE	Pre-Filing	JOE ADAM	Manhattan M.	Paid	8/11/2016	8/15/2016	Select Action
TR6-801020-BA-A2	801020	27 BLEECKER STREET	MANHATTAN	Amended	SAFE	Pre-Filing	JOE ADAM	test ghgh test	Paid	8/10/2016	8/12/2016	Select Action

Filing Info

TR6 Report Number: TR6-801020-BA-A2
Address: 27 BLEECKER STREET

When the Owner clicks the Yes button, the report will load. Clicking No will return the Owner to the Dashboard.

The Owner may review the Amended report, following the same process as the [Initial TR6 filing](#).

Owner Signature

In order for the QEWI to proceed with submitting the filing, the Owner must review the filing and electronically sign the form.

On the TR6 form, the Owner will go to Section 9. *Owner Statement* and check the checkbox after reviewing of the legal content. This will provide the Owner’s electronic signature. When finished, the Owner will [Save the filing](#).

9. Owner's Statement*

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.*

Name: Date:

Electronically Signed

TR6 Fees and Payments

The Owner can review all fees in the *Fee* section under *Application Highlights*.

Application Highlights

Location : 90 BROAD STREET
Manhattan 10004

Compliance Filing Number : TR6-800013-88-11

Control Number : 800013

Report Status : Pre-Filing

Current Cycle : 88

Current Filing Type : Initial

Current Filing Status : SWARMP

Initial Filing Date :

Filing Deadline : 02/21/2018

FISP3 Filed : Yes

Redirect to FISP3 Report : [FISP3 Report](#)

Fee

Filing Fee : \$265.00

Amount Due : \$265.00

Amount Paid :

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

If there are any outstanding fees, the Owner can click on the *Pay Now* button and [make a payment](#). The Owner may also review all payments made in the payment history. Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be disabled.




Fee	
Filing Fee :	\$100.00
Amount Due :	\$0.00
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

TR6 Subsequent Filing

Once a TR6 has been filed as SAFE or SWARMP, and DOB has accepted the initial TR6 compliance filing, the QEWI can file a Subsequent report.

Below each column header, the Owner [can search the grid](#) for specific items. For example, under the *Filing Type* column the Owner can search for Subsequent, and under the *Compliance Report Status* column, the Owner can search for Accepted. The results will only display those entries searched for.

On the default *Technical Report (TR6)/FISP Report* tab of the Dashboard, the Owner will find the Subsequent Report by viewing “Subsequent” in the *Filing Type* column and viewing the Compliance Report Status column for Pre-Filing, and in the Filing # column, the TR6 number will end with “-S1”. The letter “S” for Subsequent, and the number is a sequence number starting with 1.

The Owner can double click on the Subsequent filing row, or click the View () icon to open the form, which will then display a pop-up with the TR6 Report Number and address.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800021-8A-S3	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing	JOE ADAM	GFBGFBN hgi...	Due	8/15/2016	8/15/2016	Select Action
TR6-800021-8A-S2	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing	JOE ADAM	GFBGFBN hgi...	Due	8/15/2016	8/15/2016	Select Action
TR6-800021-8A-S1	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Accepted	JOE ADAM	GFBGFBN hgi...	Paid	8/15/2016	8/15/2016	Select Action
TR6-800021-8A-I1	800021	18 WEST STREET	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	GFBGFBN hgi...	Paid	8/15/2016	8/15/2016	Select Action
TR6-800143-88-I2	800143	120 BROADWAY	MANHATTAN	Initial	SAFE	Pre-Filing	ADAM JOE2		Due	8/12/2016	8/12/2016	Select Action
TR6-800143-88-I1	800143	120 BROADWAY	MANHATTAN	Initial	SWARMP	Pre-Filing	JOE ADAM	Haritha Mung...	Due	8/12/2016	8/12/2016	Select Action
TR6-801455-88-I1	801455	445 WEST 19 STREET	MANHATTAN	Initial	SAFE	Plan Examiner Review	ADAM JOE2	Apple J Rome	Paid	8/12/2016	8/12/2016	Select Action
TR6-801641-88-I1	801641	328 7TH AVENUE	MANHATTAN	Initial	SAFE	Pre-Filing	JOE ADAM	Apple J Rome	Due	8/12/2016	8/15/2016	Select Action
TR6-858564-8A-I2	858564	356 WEST 56 STREET	MANHATTAN	Initial	SAFE	Pre-Filing	JOE ADAM	Manhattan M...	Paid	8/11/2016	8/15/2016	Select Action
TR6-801020-8A-A3	801020	27 BLEECKER STREET	MANHATTAN	Amended	SAFE	On Hold - No Good Check	JOE ADAM	test ghgh test	Paid	8/10/2016	8/12/2016	Select Action

Filing Info

TR6 Report Number: TR6-800021-8A-S1
Address: 18 WEST STREET

When the Owner clicks the Yes button, the report will load. Clicking No will return the Owner to the Dashboard.

The Owner may review the Subsequent report, following the same process as the [Initial TR6 filing](#).

Owner Signature

In order for the QEWI to proceed with submitting the filing, the Owner must review the filing and electronically sign the form.

On the TR6 form, the Owner will go to Section 9. *Owner Statement* and click the checkbox after a review of the legal content. This will provide the Owner’s electronic signature. When finished, the Owner or Owner’s Representative will [Save the filing](#).

9. Owner's Statement*

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.*

Name: Date:

Electronically Signed

TR6 Fees and Payments

The Owner can review all fees in the Fee section under Application Highlights.

Application Highlights

Location : 90 BROAD STREET
Manhattan 10004

Compliance Filing Number : TR6-800013-88-11

Control Number : 800013

Report Status : Pre-Filing

Current Cycle : 88

Current Filing Type : Initial

Current Filing Status : SWARMP

Initial Filing Date :

Filing Deadline : 02/21/2018

FISP3 Filed : Yes

Redirect to FISP3 Report : FISP3 Report

Fee

Filing Fee : \$265.00

Amount Due : \$265.00

Amount Paid :

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

If there are any outstanding fees, the Owner can click on the *Pay Now* button and [make a payment](#). The Owner may also review all payments made in the payment history. Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be disabled.

Fee

Filing Fee : \$100.00

Amount Due : \$0.00

Amount Paid : \$100.00

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

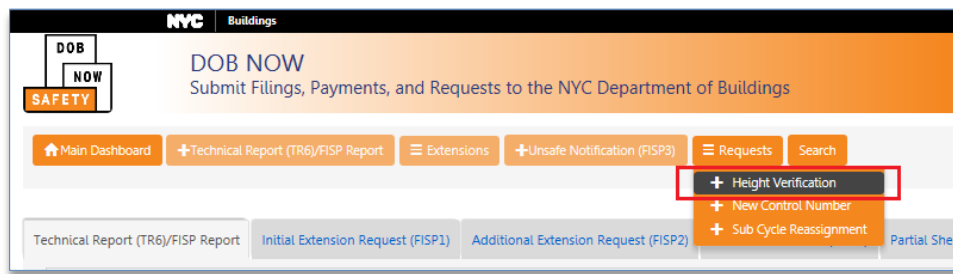
Height Verification (HV) - Filings

A Height Verification Request Form is created to validate that a building is either above or below 6.5 stories in height. This form can be completed by a QEWI, Owner and/ or Owner’s Representative. All the required fields must be provided for the **File** button to be enabled.

There are **no** fees associated with filing a Sub Cycle Reassignment Request form.

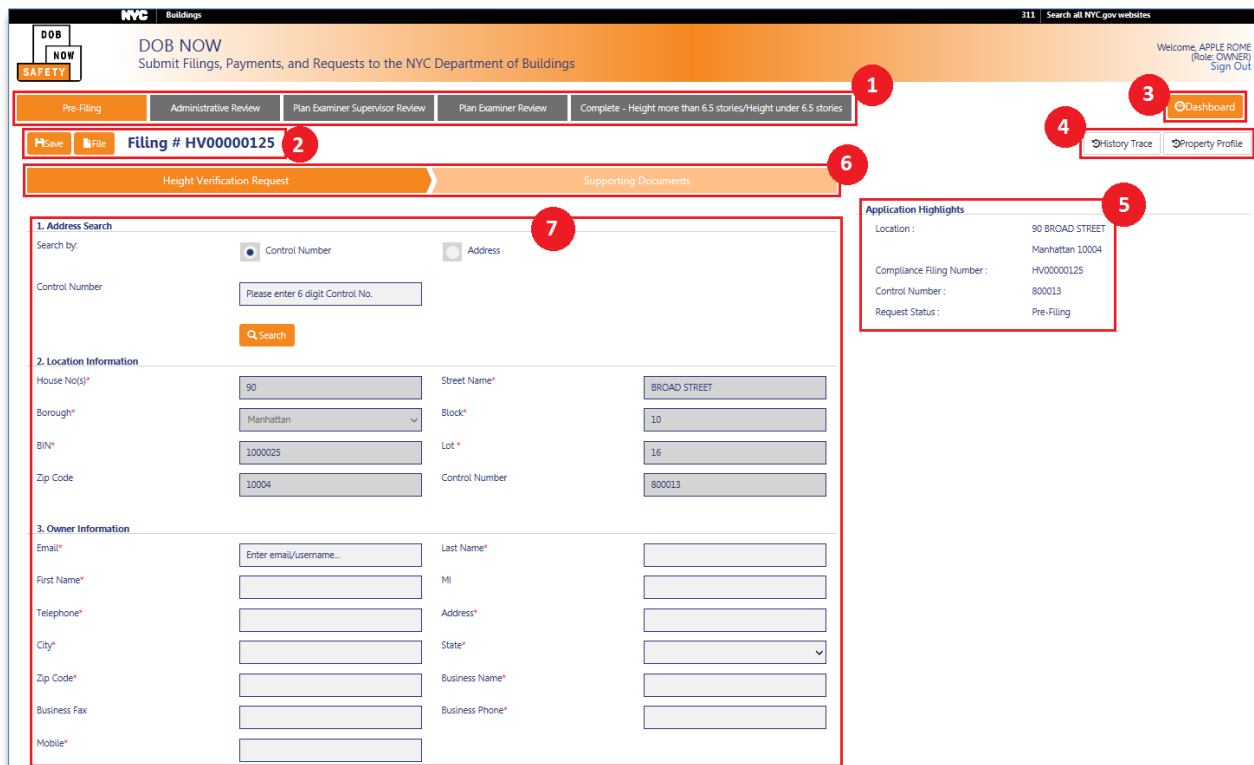
Height Verification - Access

The Owner may create a new Height Verification filing form by clicking on the **+Height Verification** button on the *Dashboard*. On the Dashboard, the Owner may select the **+Height Verification** menu item, which will open the form.



Report Form Orientation Height Verification

The Owner will be presented with the Height Verification Report.



1. The *ribbon* displaying filing progression status.
2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the Owner back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form sections; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **Height Verification** → **Supporting Documents**.
7. The Height Verification compliance filing form details.

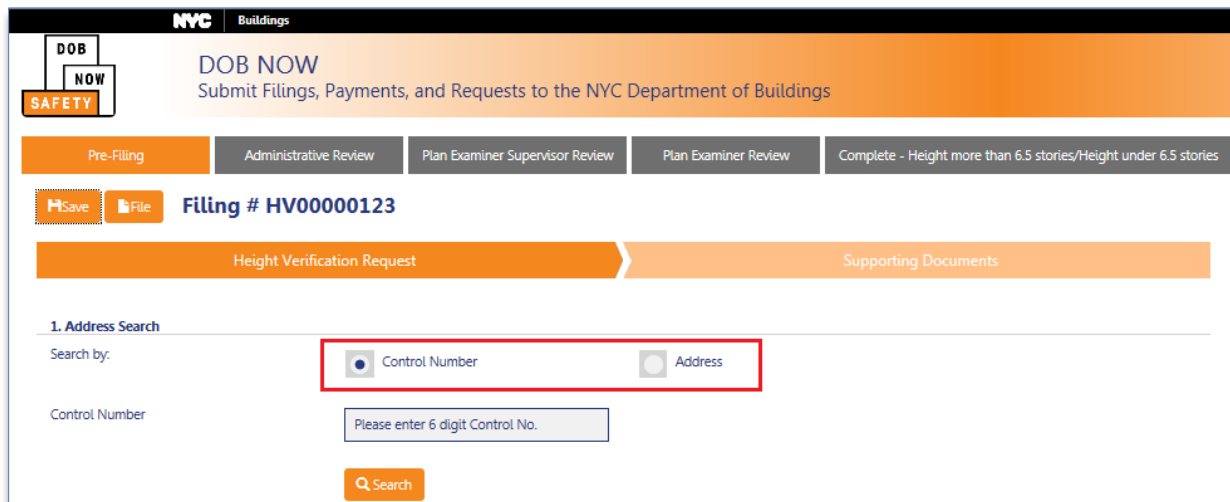
Height Verification Form

Once the Height Verification filing has been saved for the first time, a Height Verification Filing Number will be generated, beginning with HV.

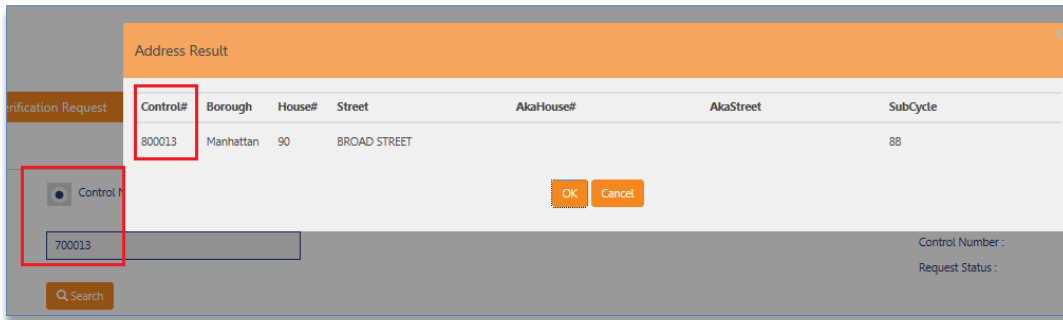


Section 1. Address Search

In Section 1, the Owner will be presented with the option to search by *Control Number* or *Address*.



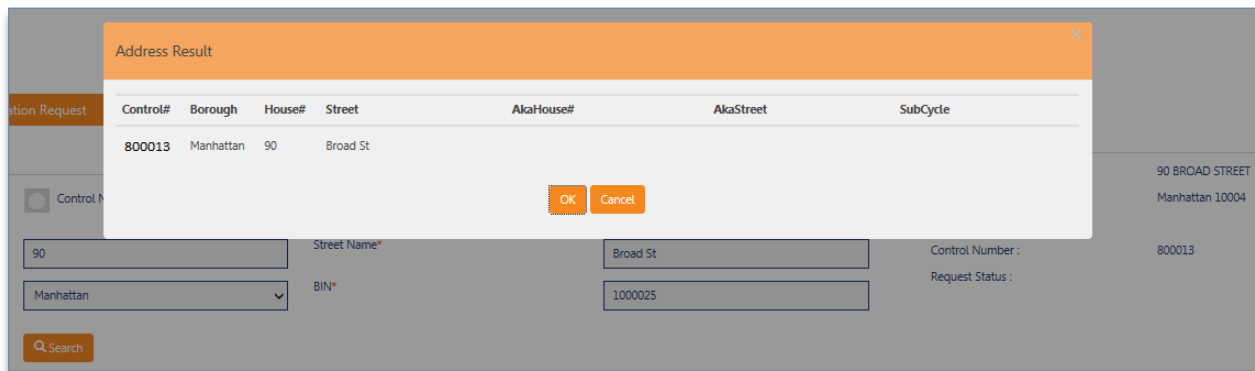
When an Owner enters a Control Number, it will not matter if it is a previous cycle (700013), the Owner will be provided a selection within the current cycle (800013), and its sub-cycle (8B).



Section 1. Address Search - HV

When the Owner selects the option to search by *Address*, the Owner is prompted to enter the House Number, Street Name and Borough.

When the Owner enters the desired address or Control Number, the Owner will be able to validate the address DOB has on file with pertinent information.



Section 2. Location Information - HV

Once the Address or Control Number has been selected, the Location information will be populated.

2. Location Information			
House No(s)*	<input type="text" value="90"/>	Street Name*	<input type="text" value="BROAD STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="10"/>
BIN*	<input type="text" value="1000025"/>	Lot *	<input type="text" value="16"/>
Zip Code	<input type="text" value="10004"/>	Control Number	<input type="text" value="800013"/>

Section 3. Owner Information - HV

Enter the email address registered with in eFiling. The additional fields will populate based on the Owner’s eFiling account information. If the Owner Information has errors or needs to be updated, the Owner must update their eFiling account.

3. Owner Information			
E-Mail*	Applerome17@gmail.com	Last Name*	Apple
First Name*	Rome	MI	N
Telephone*	9851254879	Address*	12 Freemont Ave
City*	San Diego	State*	CA
Zip Code*	98457	Business Name*	PM ARCH
Business Fax	9851254879	Business Phone*	9851254879
Mobile*	9851254879		

Section 4. Applicant Information - HV

The Applicant information is populated based on the Owner’s eFiling account information. The *License Type* will default to *Preparer* for the Owner. For Owners, the license number displayed will be an eFiling registration number. If the Applicant information has errors or needs to be updated, the Owner must update their eFiling account.

4. Applicant Information			
Email*	APPLEROME16@GMAIL.COM	License Type*	Preparer
License Number*	023020	Last Name*	ROME
First Name*	APPLE	MI	
Business Name		Business Telephone	4584664485
Business Address	ROME LLC	Business Fax	
City	NYC	State	NY
Zip Code	10001	Mobile Phone	

Section 5. Reason for Request - HV

In Section 5. *Reason for Request*, the Owner is required to select one of the following options:

- Building is not in DOB NOW: *Safety* and has more than 6.5 stories
- Building is in DOB NOW: *Safety* and has less than 6.5 stories
- Building has been demolished
- Other (if selected, the *Explain Others* required field shall be displayed)

Select Reason For Request

- Building is not in DOB NOW: *Safety* and has more than 6.5 stories
- Building is in DOB NOW: *Safety* and has less than 6.5 stories
- Building has been demolished
- Other

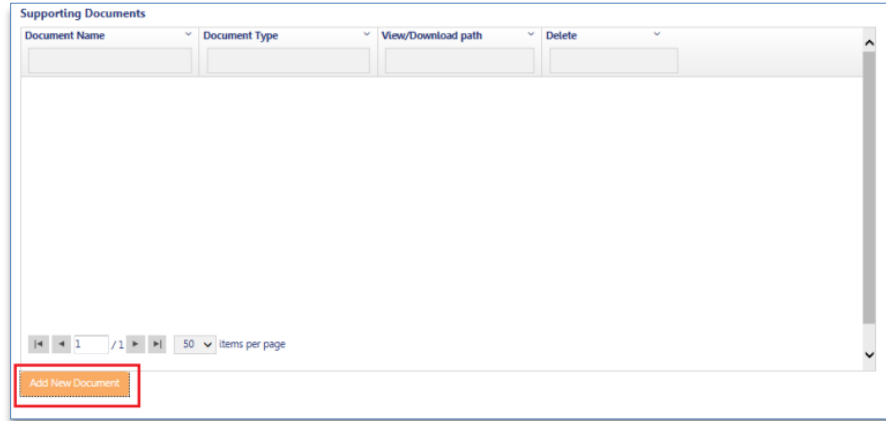
Section 6. Supporting Document Types - HV

In Section 6. *Supporting Document Types*, the Owner may select any/all of the following documents to be uploaded:

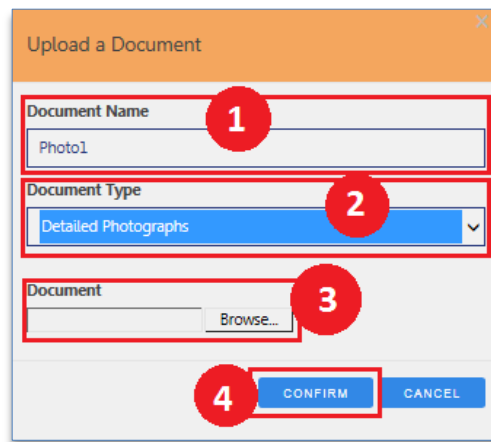
- Photographs
- Property Profiles
- Demo Sign Off
- OTHER (if selected, the *Explain Others* required field shall be displayed)
- Permits

Supporting Documents

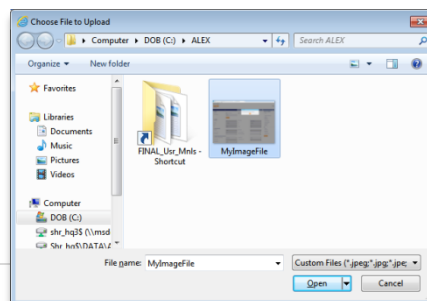
On the *Supporting Documents* form, the Owner may attach supporting documents by selecting the *Add New Document* button.



The *Upload a Document* popup screen will open.



1. **Document Name:** The name of the document entered as a reference.
2. **Document Type:** The Document Types required for upload will be listed as an option under the *Document Type* dropdown menu. There must be at least one file uploaded for each Document Type.
3. **Document:** The Owner must click on the Browse button to select a file to upload. File types include PDF and .JPG (or .JPEG). Individual file size is limited to 250MB. The Owner must select the Image for upload and click the *Open* button.



The file will be prepared for upload. Only one file can be uploaded at a time.

4. **Confirm Button:** The Owner must confirm the proper document is ready to be uploaded.

When the Owner has uploaded at least one document per *Document Type*, the Owner can view or delete the list of all uploaded documents by clicking the *View/Download* or *Delete* buttons.

Document Name	Document Type	View/Download path	Delete
My Detailed Photos	Detailed Photographs	View/Download	Delete
More of My Detailed Photos	Detailed Photographs	View/Download	Delete
Elevation Photos	Elevation Photographs	View/Download	Delete
My Plot / Plan	Plot Plan	View/Download	Delete
My Seal and Sig.	Seal and Signature	View/Download	Delete

Filing the Height Verification Form

The Owner has the option to make a final review, make any necessary changes and upload additional documents before filing. The Owner must then file the complete Report by clicking the [File button](#).

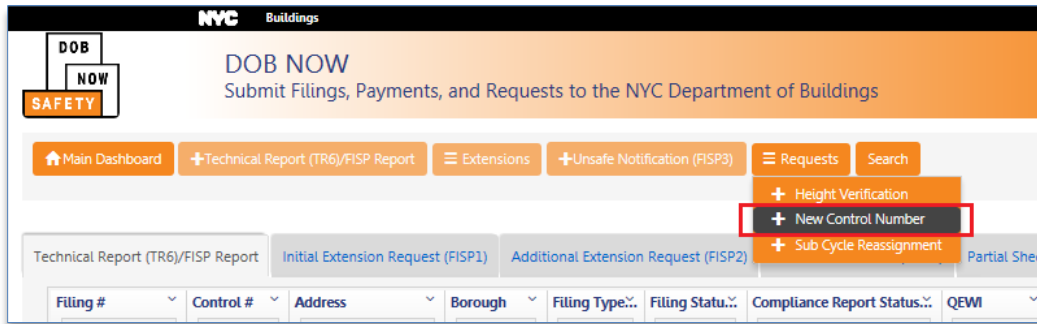
New Control Number Request

All Buildings that require a facade compliance filing are required to have a Control Number. The *Control Number Request* form enables an Owner to create a request for a control number for a given building.

There are **no** fees associated with filing a New Control Number Request form.

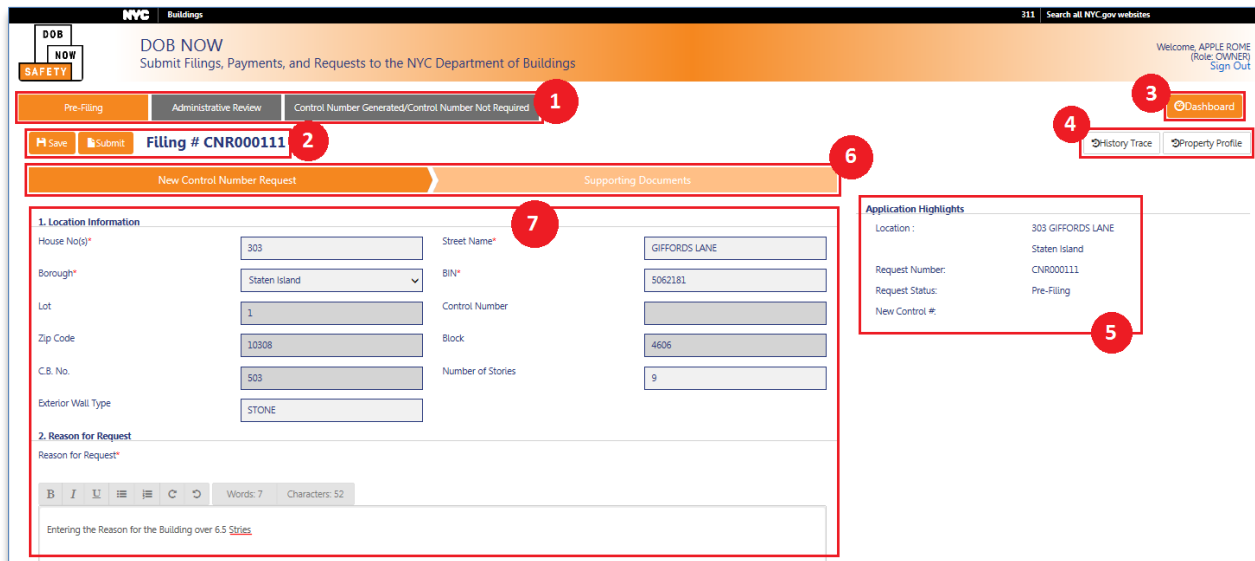
Control Number Request - Access

To create this request, the Owner clicks on the *+New Control Number* menu item to open a blank form.



Report Form Orientation Control Number Request

The Owner will be presented with the Control Number Request form.



1. The *ribbon* displaying filing progression status.
2. The [Save and Submit](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the Owner back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.

5. *Application Highlights* displays key elements relating to the property and filing.
6. Form sections; The Report is broken down into two forms which are required to file a New Control Number Request, in order left to right; **New Control Number Request → Supporting Documents**.
7. The Control Number Request form details.

Control Number Request Form

Once the Control Number Request filing has been saved for the first time, a Control Number Request Filing Number will be generated, beginning with CNR.

Section 1. Location Information

Enter the property address details in the following:

1. House Number
2. Street Name
3. Borough
4. BIN
5. Number of Stories
6. Exterior Wall Type

The following are read-only fields that will be populated once the address has been validated:

1. Lot
2. Control Number
3. Zip Code
4. Block
5. C.B. No.

Section 2. Reason for Request

The Owner must enter in the Reason for the Request.

2. Reason for Request

Reason for Request*

B I U C ↺

Words: 0 Characters: 0

You can not input more than 4000 characters (including white spaces)

Section 3. Applicant Information

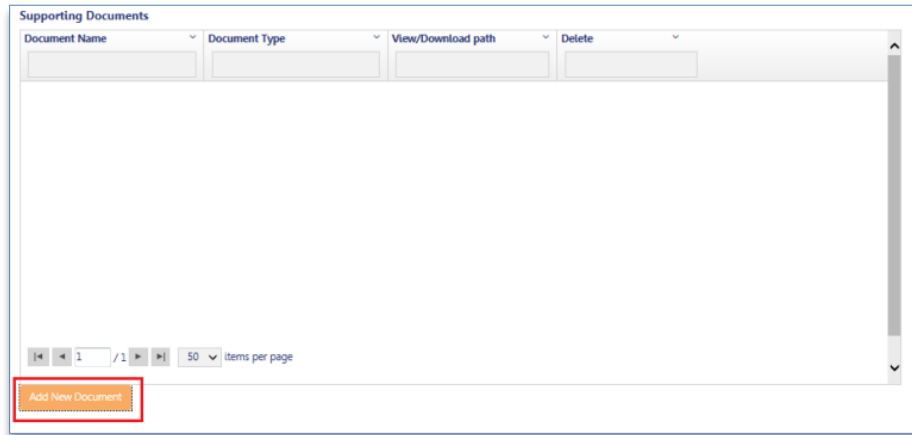
The Applicant information is populated based on the Owner’s eFiling account information. The *License Type* will default to *Preparer* for the Owner. For Owners, the license number displayed will be the eFiling license number. If the Applicant information has errors or needs to be updated, the Owner must update their eFiling account.

3. Applicant's Information

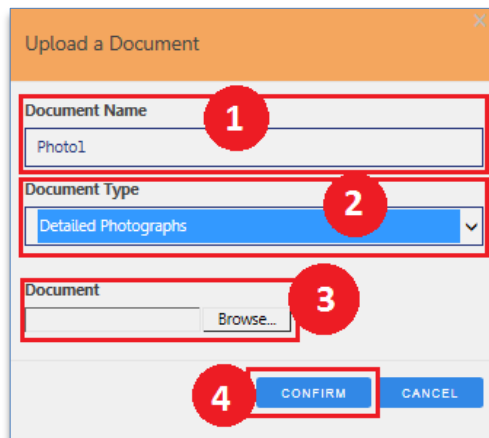
Email*	<input type="text" value="APPLEROME16@GMAIL.COM"/>	License Type*	<input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="Preparer"/>
NYS Lic. #*	<input type="text" value="023020"/>	Last Name	<input type="text" value="ROME"/>
First Name	<input type="text" value="APPLE"/>	MI	<input type="text"/>
Business Name	<input type="text"/>	Business Telephone	<input type="text" value="4584664485"/>
Business Address	<input type="text" value="ROME LLC"/>	Business Fax	<input type="text"/>
City	<input type="text" value="NYC"/>	State	<input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="NY"/>
Zip Code	<input type="text" value="10001"/>	Mobile Phone	<input type="text"/>

Supporting Documents

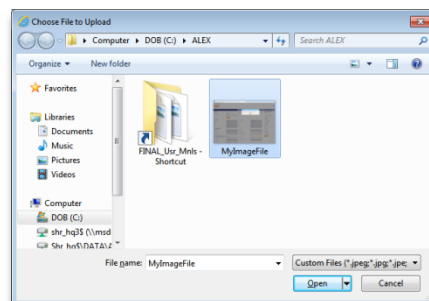
On the *Supporting Documents* form, the Owner may attach supporting documents by selecting the *Add New Document* button.



The *Upload a Document* popup screen will open.



1. **Document Name:** The name of the document entered as a reference.
2. **Document Type:** The Document Types required for upload will be listed as an option under the *Document Type* dropdown menu. There must be at least one file uploaded for each Document Type.
3. **Document:** The Owner must click on the Browse button to select a file to upload. File types include PDF and .JPG (or .JPEG). The Owner must select the Image for upload and click the *Open* button.



The file will be prepared for upload. Only one file can be uploaded at a time.

4. **Confirm Button:** The Owner must confirm the proper document is ready to be uploaded.

When the Owner has uploaded at least one document per *Document Type*, s/he can view the list of all uploaded documents and *View/Download* and/or *Delete* each.

Document Name	Document Type	View/Download path	Delete
My Detailed Photos	Detailed Photographs	View/Download	Delete
More of My Detailed Photos	Detailed Photographs	View/Download	Delete
Elevation Photos	Elevation Photographs	View/Download	Delete
My Plot / Plan	Plot Plan	View/Download	Delete
My Seal and Sig.	Seal and Signature	View/Download	Delete

Form Submission

Once the Owner selects the *Submit* button, the request is submitted to DOB.

There are **no** fees associated with filing a New Control Number Request form.

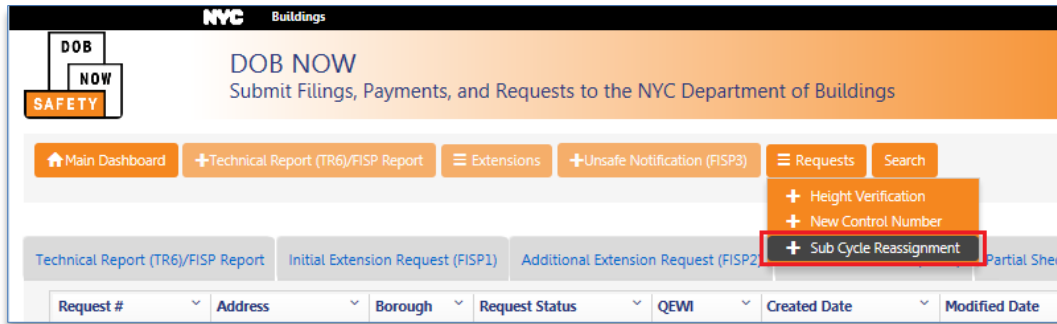
Sub Cycle Reassignment

An Owner has the option to change the sub-cycle currently assigned to one or more contiguous zoning lots that are under a single ownership.

There are **no** fees associated with filing a Sub Cycle Reassignment Request form.

Sub Cycle Reassignment Request – Form

On the Dashboard, the Owner selects the *Sub Cycle Reassignment* menu item, which will open the form.



Report Form Orientation Sub Cycle Request

The Owner will be presented with the Sub Cycle Request form.

House No	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete
151	BROADWAY	Manhattan	62	7501	858550	8C	Delete
1750	GRAND CONCOURSE	Bronx	2825	10	858549	8A	Delete
750	8 AVENUE	Manhattan	1018	7502	858547	8B	Delete

1. The *ribbon* displaying filing progression status.
2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the Owner back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing.
5. Form Name.
6. The Sub Cycle Request form details.

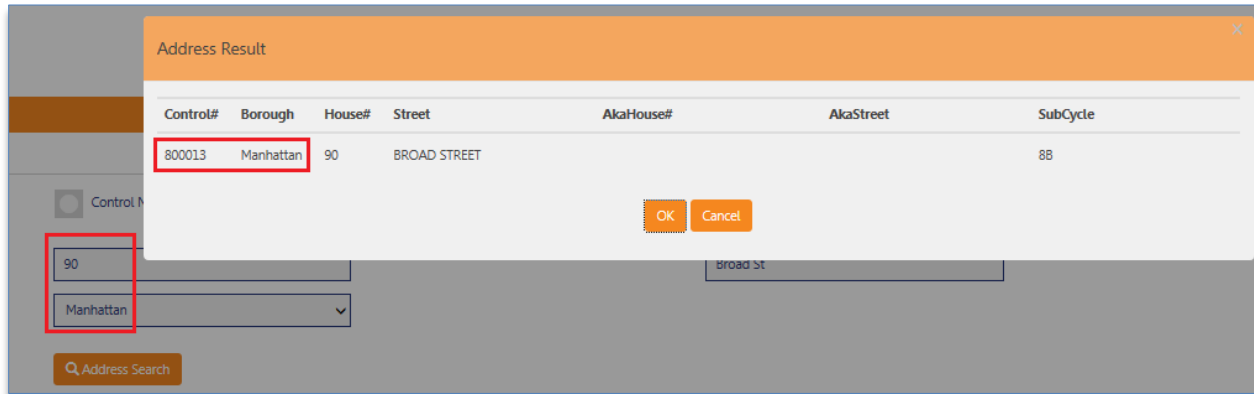
Sub Cycle Reassignment Form

Once the Sub Cycle Reassignment filing has been saved for the first time, a Sub Cycle Reassignment Filing Number will be generated, beginning with SR.

The *Sub Cycle Reassignment Request* form provides the Owner with the option to search for multiple property addresses for sub-cycle reassignment.

Section 1. Address Search – Address and Control Number

When performing an address search, the Owner can enter *House Number(s)*, *Street Name* and *Borough*. The system will prompt the Owner with the addresses and Control Number.



Once the Owner clicks the *OK* button, the address will be listed in the grid below. The Owner can enter as many addresses as required.

In Section 1, The Owner will be presented with the option to search by *Control Number* or *Address*.

NYC Buildings

DOB NOW SAFETY

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

Prefiling Administrative Review Approved/Rejected

Save File Filing # SR000063

Sub Cycle Reassignment Request

1. Address Search

Search by* Control Number Address

Control Number*

Address Search

When an Owner enters a Control Number, display a pop-up with the property information.

Address Result

Control#	Borough	House#	Street	AkaHouse#	AkaStreet	SubCycle
800013	Manhattan	90	BROAD STREET			88

Control

700013

OK Cancel

Address Search

Section 1. Form

The Owner can enter as many addresses per Owner as required.

If the Owner wishes to remove an address before filing the request, the Owner can click on the *Delete* button on the row that includes the address to be removed.

Sub Cycle Reassignment Request

1. Address Search

Search by* Control Number Address

House No(s)* Street Name*

Borough*

Note: Search and select an address to add to the sub cycle reassignment request.*

House No#...	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete
90	WEST BROADWAY	Manhattan	137	35	800323	8B	<input type="button" value="Delete"/>
280	BROADWAY	Manhattan	153	1	800358	8C	<input type="button" value="Delete"/>

Total items: 2

1 - 2 of 2 items

Section 2. Reassignment Request Details

In Section 2. *Reassignment Request Details*, the Owner enters the *Reason for Reassignment* and selects the requested new sub cycle for the listed buildings.

2. Reassignment Request Details

Reason for Reassignment*

You can not input more than 2000 characters (including white spaces)

Reassignment to Sub Cycle*

Section 3. Owner Information

The Owner must enter their email address associated with their eFiling account to populate the required details. If the Owner’s email is not registered in eFiling, the Owner will not be able to file.

Section 4. Applicant Information

The Applicant information is populated based on the Owner’s eFiling account information. The *License Type* will default to *Preparer* for the Owner. For Owners, the license number displayed will be the eFiling license number. If the Applicant information has errors or needs to be updated, the Owner must update their eFiling profile.

Filing the Sub Cycle Reassignment Request Form

The Owner has the option to make a final review, make any necessary changes and upload additional documents before filing. The Owner must then file the complete Report by clicking the [File button](#).



Appendix

Work Type Acronyms

- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

Legal Acronyms

- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: New York State Department of Health
- NYS ECL: New York State Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice



- ZR: Zoning Regulations

Permit Type Acronyms

- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

Building Type Acronyms

- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

Professional Acronyms

- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- Agency Director or Director (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional

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