NYC Development Hub

Hub *Full-Service*

Industry Filing Guide

April 10, 2014

Table of Contents

NYC Development Hub

About this document

The Department of Buildings (DOB) has expanded the NYC Development Hub to facilitate the online acceptance and permitting of most standard plan exam Alteration Type-2 (A2) and Alteration Type-3 applications (A3). This new feature will be offered through Hub *Full-Service* on the Department's website.

The benefits of the program include:

- o **Fewer Office Visits** – Online review and approval of A2/A3 jobs through this program will eliminate the need for visits to the Borough Offices prior to permit issuance.

- o **Reduce Paper Submissions** – All documents submitted to the Department will be electronic; eliminating the need for paper submissions for A2/A3 permits.

This guide provides information on how to use the Hub *Full-Service*, including: how to submit required items, forms, and plans; and how to electronically submit the entire filing to the Department for a virtual plan review.

NYC Development Hub

About Development Hub *Full-Service*

To be eligible to participate in Hub *Full-Service* you must file a standard plan exam single document Alteration Type-2 (Alt 2) or Alteration Type-3 (Alt 3) application online through the Department's electronic filing system. **Participation in this program may eliminate the need for in-person visits to the Borough Offices to obtain permits.**

The following minor alterations are excluded from this program:

- Legalizations
- Fire alarms

Additionally, you will not be able to submit **subsequent filings** to the Department through Hub *Full-Service*.

For eligible jobs, the option to file electronically will appear on the "Review*"* page of the online Plan/Work Application.

Program Requirements

To use Hub *Full-Service*:

- All documents and payments **must** be processed and the job must be submitted to the Department for review within **sixty (60) days** of entering Development Hub.
    i. The Department will notify **the Applicant-of-Record, owner, Filing Representative and initial preparer** of the PW1 when there are 30 days and 10 days remaining to submit the job.
    ii. After 60 days the job will be deleted and applicants will need to re-file the application.
- Payment **is accepted online and by debit/credit card or E-Check**.
- Upon entering *Hub Full-Service* the job **must** stay in program until submitted for review to DOB.
    i. If an applicant wants to switch out of the program to standard paper filing, the job must be withdrawn and re-filed.
    ii. **Once withdrawn, the job cannot be reinstated** into the program**.** *Note: applicants can utilize a copy of a previously prepared application when re-filing any plan/work application online.*

NYC Development Hub

All plans must follow the Department's Drawing Standards for Plan/Work Applications, which is available at:

http://www1.nyc.gov/assets/buildings/pdf/drawing_standards_08132010.pdf

Note: See below for changes to Title Block Standards (2012)
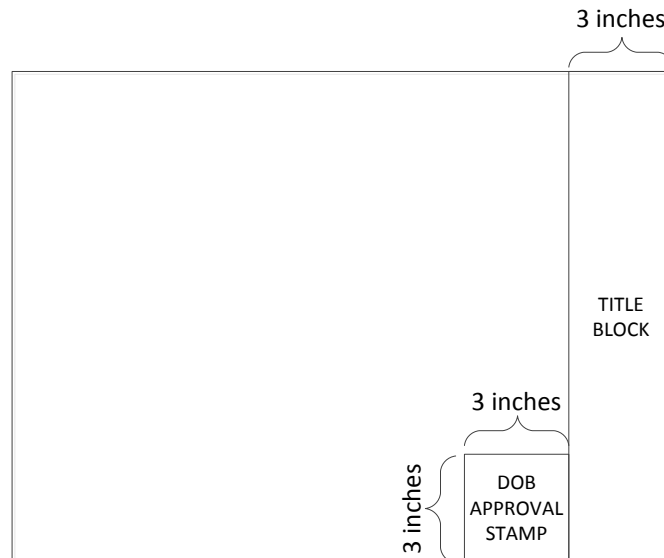
BEFORE:
Designated space for DOB employee stamps and signatures (minimum 3" x 3")
If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.

UPDATED:
Designated space for DOB approval stamps (minimum 3" x 3")
A minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet. This space must be directly to the left of the title block. All title blocks must be exactly 3" in width. See diagram below for sample:

NYC Development Hub

Using the Program

For more information on the Department's electronic filing system please access the user guide at:
http://www1.nyc.gov/assets/buildings/pdf/efiling_user_guide.pdf

To use Hub *Full-Service*, you must prepare your job application using the Department's electronic submission system (eFiling). Preparers or Design Professionals can enter Hub *Full-Service* on the "Review" page of the Plan/Work Application.

To take advantage of this program, please follow the steps described below.

1. **Log-into** the NYC Development Hub using your account email address and password.

    Click the "Minor Construction" box and then **expand** the "Other Job Applications" bar.

    Select "Begin New Job Application" to start preparing an application for the first time.

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You will see a screen welcoming you to the Plan/Work Application.

2. **Enter** your **user reference identification number (User Ref ID),** which can be used to locate the application in the future.

From here, you can access the "Manage Job Applications" function shown in the screen shot above.

Select the "Initial" tab to indicate the appropriate Filing Type and **select** "Alteration 2" or "Alteration 3" to indicate the "Job/Project Type," and **click** "Next".

The "Job Information" screen will display.

Note: Subsequent filings and all other job/project types are excluded from this program.

Welcome to the Plan/Work Application

Please enter the following information and click "Next" *(show help for this section)*

At this time PAAs cannot be prepared online. All PAAs must be prepared manually using PDF fill-in forms and submitted in-person to the appropriate borough office.

*User Ref ID	[ ] ⓔ Use any combination of numbers and letters you want to identify this application.
*Filing Type	⦿ Initial ◯ Subsequent
*Job/Project Type	Pick a Job/Project Type ▾

Next >

NYC Development Hub

3. **Follow** the onscreen instruction and **fill in** all available fields under: Job Info, Work Types, Considerations, Bldg Info, and Comments.

Fields marked with an asterisk (*) are required.

Plan/Work Application

| Job Info | Work Types | Considerations | Bldg Info | Comments | | Validate |

Job Location | Applicant | Filing Rep | Owner | Owner Statements | Job Desc

ALTERATION 2 - INIT

User Ref ID : TEST JOB

DOB Reference Number : T00000274959

Job Location *(show help for this section)*

Please enter the following information about the Location where the work will take place.

*Borough   *House Number   *Street Name

Pick a Borough ▼

*Block   *Lot

Apartment/Condo Numbers

Numeric Floor Ranges

___ thru ___   ___ thru ___

Specific Floors

*What type of building is this job being filed under?

○ 1, 2, or 3 Family   ○ Other

*User Ref ID

TEST JOB

Applicant *(show help for this section)*

Open Address Book

*Last Name   *First Name   M.I   *Applicant Type

Please Specify... ▼

*Business Name   *E-mail   *Phone

*Address: Number   *Street Name   Apt, Suite, Bldg, Unit, etc.

*City   *State   *Zip   Mobile Telephone   Fax

NY ▼

*Is Directive 14 Acceptance Requested? ○ Yes   ⦿ No

*Review is requested under which Building Code?   ○ 2008   ○ 1968   ○ Prior to 1968

Add to Address Book

NYC Development Hub

4. Under "Considerations," **select** either "Standard Plan Examination or Review" **OR** "Professional Certification of Objections" from the drop down menu to specify how the application will be filed.

Complete the entire application and **click** "Validate."

Validate will review the information entered and display any error with the PW1.

Please see directions on PAGES 10 & 11 if you are filing for **SOLAR TAX ABATEMENT**

NYC Development Hub

For those who are filing for **SOLAR TAX ABATEMENT**, be sure that your application reflects the below:

Job/Project type must be Alteration 2

Welcome to the Plan/Work Approval Application Form

Please enter the following information and click "Next" *(show help for this section)*

At this time PAAs cannot be prepared in eFiling. All PAAs must be prepared manually using PDF fill-in forms and submitted in-person to the appropriate borough office.

*User Ref ID	test001 ⓒ Use any combination of numbers and letters you want to identify this application.
*Filing Type	⦿ Initial ○ Subsequent
*Job/Project Type	Alteration 2 ▼

Next>

Directive 14 Acceptance must be requested

*Is Directive 14 Acceptance Requested? ⦿ Yes   ○ No

*The applicant certifies that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exists or occupancy.   ⦿ Yes   ○ No

"Yes" to Owner's Certification for Directive 14 Job

Property Owner Statements *(show help for this section)*

*Owner's Certification for Adult Establishment

The Owner authorize and intend to create, enlarge, or extend an establishment with adult activity and/or adult material as defined in ZR 12-10 "adult establishment" or related sign at the subject Premises.   ○ Yes   ⦿ No

*Owner's Certification for Directive 14 Job

The Owner certifies that they have read and are fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits or occupancy. Furthermore, the Owner understands that they are responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and that this professional must submit a final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.   ⦿ Yes   ○ No

*Owner's Certification Regarding Occupied Housing

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.   ⦿ Yes   ○ No

NYC Development Hub

Request review under the 2008 NYC Codes

*Review is requested under which Building Code? ◉ 2008 ○ 1968 ○ Prior to 1968

Check work type "Other" and "Solar (tax abatement)"

Work Types *(show help for this section)*
*Check only those work types submitted at this time.
Note: Selecting or unselecting Plumbing, Standpipe & Sprinkler will change previously entered Schedule B information.
** If Fire Alarm is selected, no other selections are allowed.

☐ Boiler	☐ Fuel Burning	☐ Fuel Storage	☐ Fire Suppression	☐ Fire Alarm **
☐ Plumbing	☐ Standpipe	☐ Sprinkler	☐ Mechanical	
☐ Construction Equipment		☑ Other	Solar (Tax Abatement) ▾	

Please Specify...
Facade Repair
General Construction
Green Roof (Tax Abatement)
Partitions
Solar (Tax Abatement)
Structural
Other

Cost Information *(show help for this section)*
*What type of fees apply to this application? ◉ Standard ○ Exempt
*Other Work Type Cost $ _____ .00

File for Professional Certification of Objections

Considerations *(show help for this section)*

*How will this application be filed?	Professional Certification of Objections ▾
*Is this application filed to comply with local law(s)?	Please Specify...
*Is there a Restrictive Declaration / Easement?	Standard Plan Examination or Review
*Is there Zoning Exhibit (I, II, III, etc)?	Professional Certification
	Professional Certification of Objections

5. Once the application has been successfully **validated**, you will be asked to "Review" the application.

If the job is eligible for Hub *Full-Service*, you will be given the option to take advantage of this program.

To do so, **select** the option, "Yes, I would like to continue to electronically submit…and pay online."

Click "Continue" at the bottom of the page to file your job. Clicking "Continue" will allow you to:

- Receive your job number
- Electronically submit all required documents including plans & required items
- Submit payment

Note: This option will only appear for jobs that are qualified to participate in this program.

An email notification will be sent to the Applicant-of-Record, owner, and initial preparer within 24 hours of submitting a job to the Hub Full-Service.

Plan/Work Application

NOTE: This application uses Pop-Ups. 📄 View the instruction on how to remove the pop-up blocker.

Job Info | Work Types | Considerations | Bldg Info | Comments | Sched B | Sched B Fixtures | Review

FILING AT: BKN - 845 MANHATTAN AVE   **ALTERATION 2 - INIT**

User Ref ID : JKA2PAPTE   DOB Reference Number : T00000838335

Do you want to submit your application, and eliminate the need for an office visit prior to approval?
- ⦿ Yes, I would like to continue to electronically submit all required documentation and pay online and have a virtual plan exam.
- ○ No, I would like to print my paper submittal and bring it into a borough office for filing.

Electronically Submit Documents and Virtual Plan Exam
Upon entering Virtual Plan Exam :
- Your filing will automatically be given a job number
- For more information about this program, see service notice here.

All required documentation must be electronically submitted and payment received, at which time the applicant of record or the PW1 preparer can submit the job to DOB for a plan review. All plan exams will be virtual, no in-person meetings required. See user guide here.

NOTE: : You will have 60 days to fully complete and submit your application for DOB review. After this time your job will automatically be closed.

Please 📄 View your final completed PW1.

Please print your AOS1 Form and obtain required owner and applicant signatures and seal.

> Important Note
> Electronic Processing cannot support Subsequent Document at this time
> A2 Applications with Subsequent Documents - please select "No" above

[Continue]

NYC Development Hub

Submitting Required Documents

To complete your application, you must pay all applicable filing fees electronically and submit your full set of documents, including: plans, required items, and other forms (including the PW2 form which will expedite permit issuance for the job).

Note: You must flatten all PDF files prior to submitting.

In addition, you may not submit password protected or other types of "secure" PDF files.

To submit required documents to Hub *Full-Service*, please follow the steps outlined below.

For more information submitting documents online please access the user guide at: http://www1.nyc.gov/assets/buildings/pdf/eSubmit_guide.pdf

NYC Development Hub

There are two ways to electronically submit required documents:

1)   From the Plan/Work Application "Review" page, **click** "Continue" <u>or</u>

2)   **Log in** to the NYC Development Hub using your email address and password.

       Click "Minor Construction" and then **expand** the "Other Job Applications and Hub *Full-Service*" menu.

       Click the checkbox next to, "I agree to the terms above"

       Select "Electronically Submit Documents" from the menu.

NYC Development Hub

The next page allows you to **search** for jobs submitted to Hub *Full-Service* by using the "Job Search" function.

You can **enter** the job number or **click** the links to view your job.

Note: "Pending Job List" shows jobs you have started. Jobs must be submitted to the Department for review by the "Submission Deadline" listed for each job. The deadline is 60 days from filing the job and entering into the program.

Welcome to the NYC Development Hub

Please read the 🔖 User Guide and the Frequently Asked Questions.

Job Search

Enter Job Number: [   ] [Next >]

Document Aging Policy

- Pending documents will be purged if not processed within 120 days
- Rejected documents will remain in the system for two weeks before being purged. This will give the applicant time to review rejected documents
- Jobs in the Hub *Self-Service* and Hub *Full-Service* program have 60 days to be fully completed and submitted to DOB for acceptance.

Pending Job List: 30   [View All...]

Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline
340075224	ALTERATION 2	3064911	845 MANHATTAN AVENUE	4	08/28/2013 1:34 PM	N/A
340075288	ALTERATION 2	3064911	845 MANHATTAN AVENUE	4	08/30/2013 3:33 PM	N/A
340075331	ALTERATION 2	3064911	845 MANHATTAN AVENUE	3	09/03/2013 2:38 PM	N/A

NYC Development Hub

Uploading Required Items/Forms/Plans:

To Upload Required Items, **select** the "Upload Doc" checkbox in the *Required Items* table shown below to prepopulate the document you are uploading in the Filing Documents section.

Some required items will require you to provide additional information such as the "docket number" for the "Landmarks Approval".

Electronically Submit Job Documents

Show additional information on use of this page.

Premises: 845 MANHATTAN AVENUE BROOKLYN
BIN: 3064911   Block: 2566   Lot: 49

Job No: 340075288
Job Type: A2 - ALTERATION TYPE 2

Required Items *(show help)*

Items Required By: ⦿ All Items ◯ Open Items   Prior To: ☑ Approval ☑ Permit ☑ Signoff   **Display**

14 TOTAL ITEMS REQUIRED FOR JOB	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	08/30/2013	_____			Yes	☐
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	08/30/2013	_____			Yes	☐
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	08/30/2013	_____			Yes	☐
TENANT PROTECTION PLAN 2008 CODE	T	APP	08/30/2013	_____			Yes	☐
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	08/30/2013	_____			Yes	☐
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL	N	APP	08/30/2013	_____			Yes	☐

Additional Job Documents

Filing Documents *(show help)*

SELECT UPLOAD TYPE ▾

Pending and Rejected Files for Review *(show help)*

No ↓	Date Submitted	Document Name	Status	Rejection Reason	Remove
1	08/30/2013	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	PENDING		Remove
2	08/30/2013	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	PENDING		Remove
3	08/30/2013	Form - PW1B - SCHEDULE B - PLUMBING	PENDING		Remove
4	08/30/2013	Form - AOS1 - PROFESSIONAL / OWNER SIGNATURE	PENDING		Remove
5	08/30/2013	Plan - COMPLETE PLAN SET BIS Job Doc Number:01	PENDING		Remove

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To Upload Forms, **select** "Upload Forms" in the Select Upload Type section of the e-Submit page.

Select a form type from the dropdown list, **browse** file, and select **submit** to complete.

Electronically Submit Job Documents

Show additional information on use of this page.

Premises: 845 MANHATTAN AVENUE BROOKLYN	Job No: 340075288
BIN: 3064911 Block: 2566 Lot: 49	Job Type: A2 - ALTERATION TYPE 2

PICK A FORM TYPE
ACP5-ACP5 ASBESTOS: CERTIFICATION (DEP ACP5)
AI1-ADDITIONAL INFORMATION
AO1-ADMINISTRATIVE OBJECTIONS
PW5-AFTER-HOUR WORK PERMIT APPLICATION
INR3-AMMENDED INTENT TO REVOKE APPROVAL/PERMIT
EN2-AS BUILT ENERGY ANALYSIS (EN2)-TEST
CCD1-CCD1-CONSTRUCTION CODE DETERMINATION
PW7-CERTIFICATE OF OCCUPANCY - LOC: REQUEST
PW7-CERTIFICATE OF OCCUPANCY / LOC: REQUEST
PW6-CERTIFICATE OF OCCUPANCY APPLICATION
CCD3-CONSTRUCTION APPEAL (CCD3)
CCD2-CONSTRUCTION CHALLENGE (CCD2)
PW3-COST AFFIDAVIT
ACP21-DEP ASBESTOS PROJECT COMPLETION FORM
ACP20-DEP ASBESTOS PROJECT CONDITIONAL COMPLETION FORM
DOF-DEPT OF FINANCE VERIFICATION
ED16A-ED16A - ELECTRICIAL PERMIT APPLICATION
EF1-EFILING JOB APPLICATION COVER SHEET
ER1-EMERGENCY RESPONSE AGENCY NOTIFICATION
EN1-EN1 - ENERGY COSTS BUDGET WORKSHEET
PW4-EQUIPMENT USE APPLICATION/PERMIT
FEDF-FEE DEFERRAL LETTER
PTA3-GREEN ROOF TAX ABATEMENT APPLICATIONS-EEE
DEF-HPD LETTER OF DEFERRAL
HPD1-HPD-1 - ANTI-HARASSMENT AREA CHECKLIST
HPD2-HPD-2 - CLINTON SPECIAL DISTRICT ANTI-HARASSMENT CHECKLIST
INR1-INTENT TO REVOKE APPROVAL/PERMIT
MDL1-MDL1 - REG OF DWELLING UNITS (MDL 67/120)
MR-1-MONITORING REPORT-1 (MR-1)

Permit ☑ Signoff   [Display]

	WAIVED	AUTO POPULATED	UPLOAD DOC
ED		Yes	☐
		Yes	☐
		Yes	☐
		Yes	☐
		Yes	☐
		Yes	☐

PICK A FORM TYPE ▼

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

[Browse...]   [Submit File]

Pending and Rejected Files for Review (show help)

No ↓	Date Submitted	Document Name	Status	Rejection Reason	Remove
1	08/30/2013	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	PENDING		[Remove]
2	08/30/2013	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	PENDING		[Remove]
3	08/30/2013	Form - PW1B - SCHEDULE B - PLUMBING	PENDING		[Remove]

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To upload plans, **select "**Upload Plans" from the dropdown menu.

Select "Complete Plan Set" from the dropdown menu, and **locate** the appropriate file on your computer by clicking "Browse."

Click "Submit File" to complete the upload.

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All plans must follow the Department's Drawing Standards for Plan/Work Applications, which is available at:

http://www1.nyc.gov/assets/buildings/pdf/drawing_standards_08132010.pdf

Note: See below for changes to Title Block Standards (2012)

BEFORE:
Designated space for DOB employee stamps and signatures (minimum 3" x 3")
If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.

UPDATED:
Designated space for DOB approval stamps (minimum 3" x 3")
A minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet. This space must be directly to the left of the title block. All title blocks must be exactly 3" in width. See diagram below for sample:

NYC Development Hub

Making Payments

There are two ways to make online payments for jobs submitted to Hub *Full-Service:*

1)   **Enter** your "Job Application Number" and "Job Document Number," and

        Click "Pay" under the Other Job Application / Minor Construction page, or

Major Construction	Minor Construction
New Buildings Major Alterations Demolitions ▲	Hub *Self-Service* Minor Alterations Signs Hub *Full-Service* ▼

Electrical and Minor Plumbing	Manage Your Account
All Electrical Work Limited Alteration Application ▲	Add License Type Add Sustainable Contractor Designation ▲

Hub *Self-Service*   show

Other Job Applications And Hub *Full-Service*   hide

Read additional information

Begin New Job Application

Manage Job Applications

Manage Address Book

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

☐ I agree to the terms above.

Electronically Submit Documents *

Electronic payment for NYC Development Hub *Full-Service* jobs.

Job Number: [ ]

Job Document Number: [ ]

Pay

* Use this Option to re-enter your Hub *Full-Service* job

2) **Click** "Pay Now'" in the "Filing Fee" section on the "Electronically Submit Job Documents" page.

Electronically Submit Job Documents

Show additional information on use of this page.

Premises: 845 MANHATTAN AVENUE BROOKLYN   Job No: 340075331
BIN: 3064911   Block: 2566   Lot: 49   Job Type: A2 - ALTERATION TYPE 2

Required Items (show help)

Items Required By: ⦿ All Items   ◯ Open Items   Prior To: ☑ Approval   ☑ Permit   ☑ Signoff   **Display**

14 TOTAL ITEMS REQUIRED FOR JOB	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	09/03/2013	_____			Yes	☐
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	09/03/2013	_____			Yes	☐
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	09/03/2013	_____			Yes	☐
TENANT PROTECTION PLAN 2008 CODE	T	APP	09/03/2013	_____			Yes	☐
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	09/03/2013	_____			Yes	☐
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL	N	APP	09/03/2013	_____			Yes	☐

Additional Job Documents

Filing Documents (show help)

For all Virtual Plan Exam jobs, a full (2 page) completed AOS1 is required with all required signatures and seals.
Click 📄 here to download the required AOS1

SELECT UPLOAD TYPE ▾

Filing Fee (show help)

Amount Paid to Date: $0.00

Total Payment Due: $373.00   **Pay Now**

Pending Files for Review (show help)

The "Job Payment" window will display.

Review your filing fees and **click** "Preview" to continue with your payment.

Job Payment

Premises: 280 BROADWAY MANHATTAN	Job No: 140101066 Doc: 01
BIN: 1079215 Block: 153 Lot: 1	Job Type: A3 - ALTERATION TYPE 3

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Payment Due

Amount Paid to Date: $0.00

Full Payment Due: $450.00
            Records Management Fee Due: $165.00
            Landmarks Fee Due: $95.00
            Full Filing Fee Due : $190.00

[Back to Submit Documents]   [Preview]

You will be asked to review your payment.

After reviewing your payment, **click** "Pay Now" to proceed with payment, or **click** "Back" to modify your payment.

NYC Development Hub

Job Payment Preview

Premises: 280 BROADWAY MANHATTAN	Job No: 140101066 Doc: 01
BIN: 1079215 Block: 153 Lot: 1	Job Type: A3 - ALTERATION TYPE 3

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Payment Summary

Full Payment: $450.00

Back	Pay Now

NYC Development Hub

To enter your payment information you must first **select** a Payment Method – Credit or Debit Card or E-Check.

Please note: Beginning January 13, 2014, a convenience fee of 2.49% will be added to all payments made by Credit or Debit Card. Payment made by E-Check are not subject to additional fees.

Payment Entry – Credit or Debit Card:

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Payment Entry – E-Check:

Once all required information is filled in, **continue** to the next step by pressing "Continue."

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Review the Terms and Conditions for electronic payments made to the City of New York. **Select** the "I agree." checkbox to agree to the Terms and Conditions

Continue to the next step by pressing "Continue."

Review your payment information on the Payment Detail Review page

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If all of your payment information is correct, **click** "Process Payment" to proceed.

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When your payment is successfully received, your "Payment Receipt" will display.

Note: Please save this information for your records.

Job Payment Receipt

Premises: 280 BROADWAY MANHATTAN	Job No: 140101066 Doc: 01
BIN: 1079215 Block: 153 Lot: 1	Job Type: A3 - ALTERATION TYPE 3

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Receipt Details

Date Issued	Invoice Number	Amount Paid
01/10/2014	80318861	$450.00
Method of Payment	**Account Ending in**	**Transaction ID**
V	0001	4005441223
Amount Paid to Date		**Balance Due**
$450.00		$0.00

Back to eSubmit Documents

NYC Development Hub

Submitting Jobs for DOB Acceptance

After all required documents have been submitted and your payment has been received, you are ready to **submit** the application to the Department for Plan Exam Review.

Submit your application by **selecting** "Ready for Review." This can be done by the PW1 preparer or the Applicant-of-Record.

Premises: 845 MANHATTAN AVENUE BROOKLYN	Job No: 340075723
BIN: 3064911 Block: 2566 Lot: 49	Job Type: A2 - ALTERATION TYPE 2

Required Items (show help)

Items Required By:	● All Items ○ Open Items			Prior To:	☑ Approval	☑ Permit		☑ Signoff	Display

14 TOTAL ITEMS REQUIRED FOR JOB	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC	
LANDMARKS APPROVAL	T	APP	09/10/2013	_____			Yes	☐	
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	09/10/2013	_____			Yes	☐	
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	09/10/2013	_____			Yes	☐	
TENANT PROTECTION PLAN 2008 CODE	T	APP	09/10/2013	_____			Yes	☐	
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	09/10/2013	_____			Yes	☐	
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL	N	APP	09/10/2013	_____			Yes	☐	

Additional Job Documents

Filing Documents (show help)

For all Virtual Plan Exam jobs, a full (2 page) completed AOS1 is required with all required signatures and seals.
Click 📄 here to download the required AOS1

SELECT UPLOAD TYPE ▾

Filing Fee (show help)

Amount Paid to Date: $233.00

NO PAYMENT IS DUE. FILING FEES HAVE BEEN PAID ON JOB

Pending Files for Review (show help)

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

No ↓	Date Submitted	Document Name	Remove
1	09/10/2013	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	
2	09/10/2013	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	
3	09/10/2013	Form - PW1B - SCHEDULE B - PLUMBING	
4	09/10/2013	Form - AOS1 - PROFESSIONAL / OWNER SIGNATURE	Remove
5	09/10/2013	Plan - COMPLETE PLAN SET	Remove

Withdraw   **Ready for Review**

You will be asked to **resolve** any errors in your application before submitting it to the Department.

Errors will be listed at the top of the page. You must **resolve** all errors in order to proceed.

Electronically Submit Job Documents

Please resolve these errors before proceeding:

- AOS1 : APPLICANT OWNER SIGNATURE IS REQUIRED FOR THIS JOB

Show additional information on use of this page.

Premises: 845 MANHATTAN AVENUE BROOKLYN	Job No: 340075723
BIN: 3064911 Block: 2566 Lot: 49	Job Type: A2 - ALTERATION TYPE 2

Required Items (show help)

Items Required By: ○ All Items   ○ Open Items   Prior To: ☑ Approval   ☑ Permit   ☑ Signoff   **Display**

14 TOTAL ITEMS REQUIRED FOR JOB	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	09/10/2013	_____			Yes	☐
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	09/10/2013	_____			Yes	☐
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	09/10/2013	_____			Yes	☐
TENANT PROTECTION PLAN 2008 CODE	T	APP	09/10/2013	_____			Yes	☐
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	09/10/2013	_____			Yes	☐
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL	N	APP	09/10/2013	_____			Yes	☐

Additional Job Documents

NYC Development Hub

If all required documents were submitted correctly, your application will be submitted to the Department for review; and you will be directed back to the eSubmit page.

Note: The job is now "UNDER REVIEW" and you will not be able to modify any required items/ forms/ plans until the plan examiner has completed their review.

Once the plan examination is complete, you will receive an email directing you to download the results of the plan examination.

If you need to communicate with the Department while a job is "Under Review," please use one of the following options:

- o Contact the DOB Customer Service Call center 212 393-2550.

- o HubFullService@buildings.nyc.gov

NYC Development Hub

Withdrawing application prior to submission

1) **Click** the "Minor Construction" box and then **expand** the "Other Job Applications and Hub Full- Service" bar.

2) Scroll down to Other Job Applications And Hub *Full-Service* and check the box, "I agree to the terms above" and **select** Electronically Submit Documents

3) Enter the job number and **select** Next

4) Scroll to the bottom of the page and **select** Withdraw

Note: This is only visible to the preparer or the applicant of record

NYC Development Hub

DOB Reviewing Documents

After submitting the job, the Development Hub will review your submission for accuracy.

The following actions will occur:

Step 1:

The Department will **accept** or **reject** each of the required items / forms/ plans for the job.

- Within 24 hours of documents being accepted or rejected you will **receive** an email informing you of the action taken by the Department.

Sample Email

B-SCAN eSubmit Document Status for:09-20-2013

BSCAN@buildings.nyc.gov

Sent: Fri 09/20/13 09:00 PM
To: John Doe (A@b.com)

The Electronically Submitted Required Item, EFILING JOB APPLICATION COVER SHEET, for Job #340093856 has been Recieved by DOB.

The Electronically Submitted Required Item, Applicant / Owner Signature, for Job #340093856 has been Recieved by DOB.
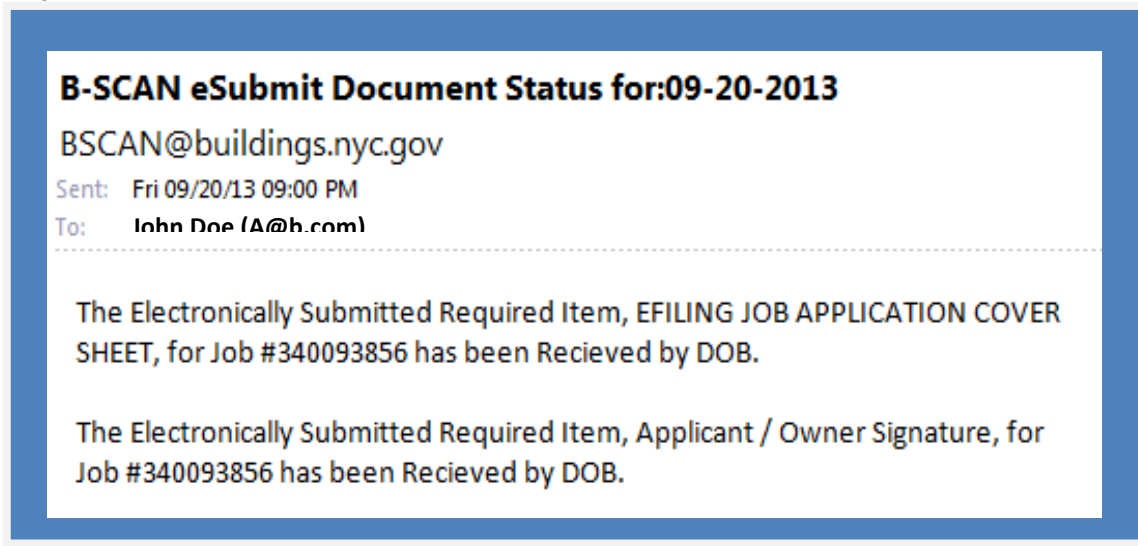
Note: You will receive an email notification for each item in the "Pending and Rejected Files for Review" section of eSubmit.

Pending and Rejected Files for Review *(show help)*

No ↓	Date Submitted	Document Name	Status	Rejection Reason	Remove
1	08/30/2013	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	PENDING		Remove
2	08/30/2013	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	PENDING		Remove
3	08/30/2013	Form - PW1B - SCHEDULE B - PLUMBING	PENDING		Remove
4	08/30/2013	Plan - COMPLETE PLAN SET BIS Job Doc Number:01	PENDING		Remove

NYC Development Hub

Step 2:

If the Department **rejects** a document, you will receive an email notification.

Sample Email

B-SCAN eSubmit Document Status for:09-18-2013

BSCAN@buildings.nyc.gov

Sent: Wed 09/18/13 09:00 PM
To: **John Doe (A@b.com)**

The Electronically Submitted Required Item, Applicant / Owner Signature, for
Job #340076857 has been Rejected by DOB for the following reason(s).
Rejection Reason: Signature Missing
Rejection Reason: Stamp Missing

The reason the document was rejected will be listed in the "Pending and Rejected Files for Review" section of eSubmit.

Note: You will need to make the necessary corrections and re-submit the document.

Pending and Rejected Files for Review *(show help)*

No ↓	Date Submitted	Document Name	Status	Rejection Reason
1	09/03/2013	Form – EF1 – EFILING JOB APPLICATION COVER SHEET	PENDING	
2	09/03/2013	Form – PW1 – PLAN / WORK APPROVAL APPLICATION	PENDING	
3	09/03/2013	Plan – COMPLETE PLAN SET BIS Job Doc Number:01	PENDING	
4	10/25/2013	Form – AOS1 – APPLICANT / OWNER SIGNATURE	REJECTED	Signature Missing, Stamp Missing

NYC Development Hub

Plan Examiners First Review

When a complete set of documents is received, the plan examiner will review the application.

There are three possible results of this review:

1)   Minor changes required
- Fix and re-eSubmit

2)   Changes required to Plans
- Fix and schedule a Virtual Plan Exam in PENS

3)   Job Approved
- Send PW2 for permitting

When the plan examiner completes the review they will:

- **Mark-up**/approve the plans / form(s) as appropriate;

- **Attach** a cover page with detail instructions; and

- **Upload** the file in eSubmit.

When the review is complete, you will receive an email notification. **Click** the link or **log in** to eSubmit, and go to the "Documents from DOB," to **view** the document.

Sample Email

Cc:

Subject: File sent from Department of Buildings for 340076857

You have been sent a file from the Department of Buildings. To access this document, log in to eFiling at https://a810-efiling.nyc.gov/eRenewal/loginER.jsp . The link to the document that you have been sent is located in Documents from DOB Section of the eSubmit screen.

NYC Development Hub

To **log in** to eSubmit, follow the steps below:

1) **Click** the "Minor Construction" box and then **expand** the "Other Job Applications" bar.

2) **Select** "Electronically Submit Documents."

NYC Development Hub

All uploaded documents will appear on the box labeled "Documents from DOB."

- The list is associated with your eFiling account so documents for all jobs will be displayed.

- The "Description Column" will **identify** the action(s) you need to take.

  - **Re-eSubmit** means you do not need to schedule a meeting, simply open the file and follow the instructions to re-eSubmit.

  - **Book PENS** mean you will need to schedule a virtual meeting to resolve the plan examiners comments:

    - Read the cover page
    - Make the necessary corrections
    - Dial 311 and request a PENS appointment
    - The next business day you will receive an email from HubFullService@buildings.nyc.gov with information on your virtual meeting

  - **Approved**, (ready for permitting) means the job is in status "P" and you can obtain your permit.

Additional information on the above actions is available on Page 32 of this user guide.

#	Date Submitted	Job #	Description	Type	Document Expiration
1	09/24/2013 3:13 PM	140099257	Approved ready for permit	Plan	N/A
2	09/20/2013 11:57 AM	310091855	Fix Plans Schedule PENS	Plan	N/A
3	09/20/2013 11:56 AM	340094855	Fix Plans Schedule PENS	Plan	N/A
4	09/20/2013 11:52 AM	340094855	Fix Plans Schedule PENS	Plan	N/A
5	09/20/2013 11:00 AM	310093855	Approved Plans Submit PW2	Plan	N/A
6	09/18/2013 12:51 PM	340076857	Plans- Fix and re-eSubmit	Plan	N/A
7	09/17/2013 4:34 PM	140099104	Job approved	Plan	N/A
8	09/16/2013 4:15 PM	340075288	Review, Update pge 2 and re-submit, no meeting required	Plan	N/A

Documents from DOB: 24 — View All...

NYC Development Hub

Plan Examiners Second, Third…Review

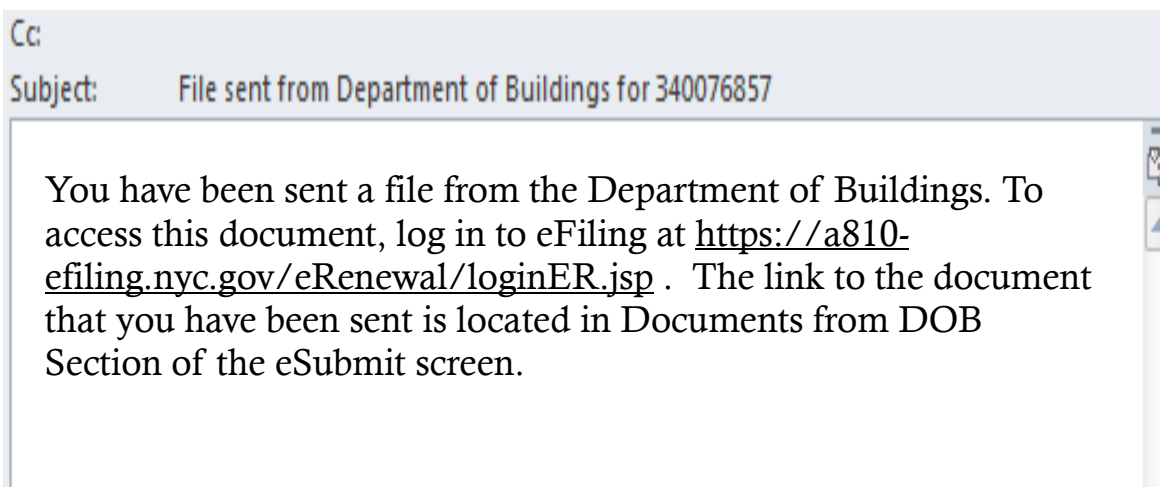There are three possible results after each plan examination review:

1)   Minor changes required

- Fix and re-eSubmit

2)   Changes required to Plans

- Fix and schedule a Virtual Plan Exam in PENS

3)   Job Approved

- Send PW2 for permitting

The plan exams will continue until the job is approved.

NYC Development Hub

Re-eSubmit

The Department may identify minor changes and **request** that an applicant re-submit based on the plan examiner's comment listed on the "Comments Page."

Once the application is **resubmitted** through eSubmit, use the Request Department Action to trigger the plan examiner to conduct a second review.

Pending and Rejected Files for Review *(show help)*

No ↓	Date Submitted	Document Name	Status	Rejection Reason	Remove
1	02/18/2014	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	PENDING		*Submitted by another User*
2	02/18/2014	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	PENDING		*Submitted by another User*

Upload the required document(s), Select the desired action(s) and the "acknowledgement clause" checkbox in the Request Department Action table.
Click on "Ready for Next Review" to complete the request(s)

Below is an example of "Dear Change" request, PW1 or PW1A or PW1B is required.

Request Department Action *(show help)*

☐ Plan Review	☐ Minor Plan Change	☐ PAA	☑ Dear Change	☐ Forms Only	☐ Permit
AI1 and Complete Plan	AI1 and Complete Plan	PW1	PW1 or PW1A or PW1B		PW2

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

Ready for Next Review

*Note: Once you've clicked on the "ready for next review", you will not be able to upload anything until the Department has reviewed all your actions.

Request Department Action *(show help)*

☐ Plan Review	☐ Minor Plan Change	☐ PAA	☑ Dear Change	☐ Forms Only	☐ Permit
AI1 and Complete Plan	AI1 and Complete Plan	PW1	PW1 or PW1A or PW1B		PW2

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

Ready for Next Review

When the request(s) is submitted, you should see the request(s) listed in the Request Department Action table.

This will notify the department of your requested action and it will take 3 business days to process your request.

Use the chart below to request for Department Actions

Actions	Prior to Approval Actions	After Approval Actions	Upload Required Documents	More info
Plan Review	X		AI-1 and Complete Plans	This action will trigger the next review of plan examination. You must satisfy and resolve all of the plan examiner's comments and issues in your plan before selecting this action.
Minor Plan Change		X	AI-1 and Complete Plans	Select this action to make minor plan changes, and trigger a review by the plan examiner for "as-built" changes; there shall be no changes on forms. --- Select PAA *and* Minor Plan Change to trigger minor plan changes and PAA changes (for example PW1 or PW1B changes with drawings).
PAA		X	PW1	Select this action for a Post Approval Amendment. Select this if you are only making changes to the PW1 form; there shall be no changes made to drawings on plans. --- Select PAA *and* Minor Plan Change to trigger minor plan changes and PAA changes (for example PW1 or PW1B changes with drawings).
Dear Change	X		PW1 or PW1B	Select this action to make changes on form(s) prior to approval.
Forms Only	X	X	Any Form	Select this action to upload forms, you must use the *Upload Form* function to select this action.
Permit		X	PW2	Select this to obtain permit. --- Select Permit *and* Forms only if you have TRs to satisfy required items list.

NYC Development Hub

PENS Meetings

If the word "PENS" appears in the description line of "Documents from DOB" and/or when the comments sheet instructs you to call PENS, please **complete** the following:

- **Make** the corrections to the Plans identified on the "Comment" page
- **Dial** 311 or **log in** if you are a remote user
  - Select meeting date and time

The next morning you will receive an email from HubFullService@buildings.nyc.gov

- This email will contain the GoToMeeting and Dial-in information and instructions.

- Before the meeting, please confirm your connectivity to GoToMeeting (instructions in email).

- Wait until 5 minutes prior to the meeting before you log in to GoToMeeting:
  - Dial into the conference call using the information contained in the email.
  - Simply close the browser and hang up the phone at the end of the meeting.

Approved

If the application is "Approved," the job is **approved** and the attached document contains your "Approved Plans."

NYC Development Hub

Permitting the Job

After your job is approved, the status of the job will be changed to "P," ready for permitting. You will receive an email from BSCAN telling you a new file has eUploaded to your eFiling account.

The email will contain your approved plans and permitting instructions.

The next morning you will also receive an email from HubFullService@buildings.nyc.gov with the same instructions.

- You will need to eSubmit your PW2 and any **other permit specific forms** your job requires, such as aTR2 before receiving a permit.

<div align="center">

See **Re-eSubmit** page

</div>

Uploading Required Items/Forms/Plans

To **view** any permit specific forms you are **required** to summit, **select** the "Permit" filter at the top of the page. This will allow you to view only the items that need to be submitted.

After these forms are uploaded and received by the Department using eSubmit, the Department will process your permit.

The permit will be available online, usually within 2 business days.

Note: If payments are due, or at your discretion, you may go to a borough office to get your permit.

Electronically Submit Job Documents

Show additional information on use of this page.

Premises: 845 MANHATTAN AVENUE BROOKLYN   Job No: 340075288
BIN: 3064911   Block: 2566   Lot: 49   Job Type: A2 - ALTERATION TYPE 2

Required Items (show help)

Items Required By: ◉ All Items   ○ Open Items   Prior To: ☐ Approval   ☑ Permit   ☐ Signoff   [Display]

4 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO PERMIT ONLY	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC
DIR-14 ID OF RESPONSIBILITY (TR1)	N	PER	08/30/2013	_____			Yes	☐
PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	N	PER	08/30/2013	_____			Yes	☐
PARTIAL DEMO: 10-DAY NOTICE (FOR AL/EW-OT PERMITS)	N	PER	08/30/2013	_____			Yes	☐
FINAL	N	PER	08/30/2013	_____	_____		Yes	☐

Additional Job Documents

Filing Documents (show help)
For all Virtual Plan Exam jobs, a full (2 page) completed AOS1 is required with all required signatures and seals.

NYC Development Hub

Pre-Approval Amendment Process

If you need to **change** any of the information contained in your initial filing, such as scope of work, **before** your job has been approved, you can file a Prior to -Approval Amendment simply by uploading the form in eSubmit, or at your discretion, you may visit a borough office.

When you use Hub *Full-Service* applicants must submit a full set of plans.

Using eSubmit, please see **Re-Esubmit** page for detailed instructions

Post-Approval Amendment Process

If you need to **change** any information contained in your initial filing, such as scope of work, **after** your job has been accepted, you can file a Post-Approval Amendment (PAA) simply by uploading the PAA in eSubmit, or at your discretion, you may visit a borough office.

When amendments involve plan changes, applicants shall submit amended set of plans

Using eSubmit, please see Re-Esubmit page for detailed instructions

Note: If an applicant chooses to file at the borough, the applicant must submit a full set of plans for the first PAA filed to the Borough Office where your job resides. Any subsequent PAA can be filed under the current process in which applicants must replace only relevant plan sheets as needed.

Contact Information and Troubleshooting

For issues related to registering with DOB or with uploading required documents, contact the Department's Customer Service Call center (212) 393-2550.

For additional information, or for questions about using Hub *Full-Service,* please contact HubFullService@buildings.nyc.gov